

Binfield C.E. Primary School (V.A.)

Educational and Off-sites Visits Policy

Date: June 2026

Due for Review: June 2028

Binfield C.E. Primary School (V.A.) Educational off-sites visits Policy (including a Local Learning Area Policy).

The School has adopted Bracknell Forest Council's guidance for 'Off-sites and Related Activities 2022', which is based upon the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website www.oeapng.info. All visits MUST comply with this guidance. The school has also opted to buy into the Bracknell Forest Council's off sites visits services and has adopted the 'Evolve' system it recommends for the planning, management, approval and evaluation of visits www.evolve.online. All staff that lead or accompany a visit have their own 'Evolve' account with access to all guidance documentation and a range of supporting resources.

This policy echoes the National Guidance in that the key to effective and successful outdoor learning and off-sites visits are: **the right leaders, doing the right activities, with the right young people, at the right times.**

Scope

This policy applies to all visits off-site of the school's premises involving pupils in our school. It applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

Definition

Off-site Visits are defined as events that involve pupils in our school being away from their normal school, while in the care of the school or other service. This includes educational visits, outings, school trips and off-site activities such as: local visits to parks, museums, libraries and sports facilities; cultural, educational, recreational and exchange trips; outdoor activities; residentials; field trips.

Benefits of off-sites visits

All children, young people and vulnerable adults should be given the opportunity of benefiting from participation in a wide range of visits and activities, including Learning Outside the Classroom, local activities, day visits, residentials, field studies and outdoor adventure activities. Whether their emphasis is adventurous, academic, sporting, cultural, spiritual or creative, off-site visits and outdoor learning provide first-hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles, as well as complementing classroom learning and enriching the curriculum.

Planning

All visits off site will require a degree of planning which should be done well in advance of a planned trip. Please see the School's Trip Check list (Appendix A). The intended outcomes should also be identified and recorded on 'Evolve'. The Visit lead should convene a 'planning meeting' with staff involved in the visit and ensure that they fully understand the plan and to give them the opportunity to contribute to it. Thought should be given to the type of activities; the age of the pupils and the eventualities that could occur. Specific roles may be helpful to assign too. Expectations should be made clear.

Assessment of Risk

As an employer, the Governing Body of Binfield CE Primary School (V.A.) has a legal duty under the Health and Safety at Work Act (1974) for educational offsite visits and they should ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level.

Risk is a natural part of everyday life: all activities involve risk, and it is impossible to entirely eliminate it. Indeed, the human spirit thrives on adventure and journeys into new territory, both physical and metaphorical. It is important that pupils learn to understand and manage risk and uncertainty for themselves. If we attempt to 'wrap them in cotton wool', they not only miss huge opportunities for growth but also emerge into society unable to cope with the uncertainties and challenges of adult life. Well-managed external visits, including outdoor and adventurous activities, play a vital part in helping pupils to learn about the real world, and to understand and manage risks for themselves.

Good planning and management of activities should be about reducing risks to an acceptable level, taking into account the potential benefits. The starting point for such a risk-benefit assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is acceptable.

Employees who follow this Code of Practice, work within the limits of their own competence, and use their common sense and professional judgement will be fully supported by the School.

Although some paperwork is required in order to record and communicate the decisions made, risk management should be largely a common-sense process centred upon competent staff. It should focus on significant risks, not trivial ones, and it should not become a restrictive and onerous bureaucratic exercise.

Risk assessment is a legal requirement and assessing risks associated with off-sites visits is no different. It is simply a systematic examination of what might harm people, and should be based on common sense.

An assessment is always required and should be recorded on Evolve. For Local Area visits (see Appendix B), the operating procedure should be used and the visit should be recorded via the Evolve Local Visits module. Visits that do not fall under the Local Area visits will need more planning and an Event Specific Plan and risk assessment should be completed on Evolve.

Ongoing Risk Assessment

The ongoing monitoring of all aspects of the visit by the leader and accompanying staff is an essential aspect in the risk management of visits, and hence the safety of participants. It also contributes towards enjoyment and learning.

Risks should therefore be monitored throughout the visit and where appropriate activities must be modified or curtailed to suit the changing circumstances. This is primarily the responsibility of the visit leader, in consultation with other staff.

Inclusion & Equality

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants, without material or substantial justification. We are required to make reasonable adjustments to avoid participants being placed at substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

The school will always seek to work in partnership with a pupil's parents and the venue where there are specific needs in order to find the most appropriate way of including the child in the planned activity.

Review & Evaluation

All visits should be reviewed after the event on Evolve, with particular regard to any accidents, incidents or other significant occurrences during the visit, followed by any necessary review of procedures and/or risk assessments.

Consent
As identified in National guidance, 'Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc.' (Education Act 2002 section 29). However, as part of our "good practice", we will ask for parental consent when your child joins us (which encompasses permission for all local visits) and where activities are deemed as higher risk or take place outside of the normal school day, additional consent will be sought from parents/carers. We will inform parents of any intended off site activities.

Charging
The School will ask for a voluntary contribution to cover the costs of the educational visit. If insufficient contributions are collected, the school may have to cancel the visit. Please refer to the school's Charging and remissions policy for further details, this can be found on our website in the policy section or by clicking here.

Educational Visits Coordinator (EVC)

The School has an Educational Visits Coordinator (EVC) in post. The role of the EVC is described in the OEAP National Guidance and is primarily to support the Headteacher in ensuring that staff assigned to lead or accompany visits are competent and with the approval of visits. EVCs should undertake an EVC training course and a refresher / revalidation course every three- five years.

The EVC is responsible for making sure a policy is in place for Off-site Visits and that it is updated as necessary.

EVC admin support are responsible for setting up and disabling all Evolve accounts (a requirement under GDPR).

Visit Leaders and accompanying staff
All staff wishing to lead or accompany a visit must be deemed competent by the EVC and Headteacher (see OEAP guidance 3.2d). Appropriate training, including gaining experience of trips/activities should form an integral part of staff induction. All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place

Notification and approval of visits
The Evolve online system is used for notification, approval and monitoring of visits. EVCs and Headteachers are able to use Evolve to plan, authorise and monitor visits within their establishments. The EVC will give first approval, however, the Headteacher is responsible for the final approval of all visits. In doing so, the Headteacher takes all aspects of the trip into account, including, but not limited to:

- The competence of the visit leader
- The competence of the accompanying staff
- The ages and level of maturity of pupils, including those with special needs
- The intended learning outcomes
- The proposed itinerary
- The contingency plans in place (e.g. Plan B)

Key information about a visit is available through Evolve in the event of an emergency.

Leader competence and approval

A Visit Leader is the person responsible for planning and leading a visit. A Group Leader is responsible for the supervision of a group of children or young people during a visit.

The EVC and/or Headteacher must ensure that Visit Leaders and Group Leaders are competent to carry out their responsibilities. The following will be considered in making this judgement:

a) What experience has the leader in leading or accompanying similar or other visits? (check Staff History on EVOLVE).
b) Has the leader completed a Visit Leader Training course? (see Section 3)
c) Is the leader competent in planning and managing visits?
d) What are the leader's reasons for undertaking the visit?
e) Is the leader an employee of the local authority/trust/school?
f) Does the leader have the ability to manage the pastoral welfare of participants?
g) Does the leader exhibit sound decision-making abilities?
h) What experience has the leader of the participants they intend to supervise?
i) What experience has the leader of the environment and geographical area chosen?
j) Does the leader possess appropriate qualifications?
k) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
l) If leading adventurous activities, has this been 'approved' by the LA?
m) Is the leader aware of all relevant guidelines and able to comply with these?

The OEAP National Guidance includes documents on "Assessment of Competence" and "Good Practice Basics". Visit Leaders, Group Leaders and other staff who require guidance or support should contact their establishment's EVC.

Staff who wish to lead adventure must have the authority of the Headteacher being the person with authority to approve visits. Approval will be based upon evidence of competence, which may include evidence of relevant qualifications, training and experience. Leader approval for adventure activities is managed through Evolve. We would not routinely expect this level of activity to be led by school staff in our school.

• For a specific visit, evidence of the leader's competence is required by the Activity Leader Form (ALF) which is part of the normal Evolve visit planning process.

• If a leader wishes to apply for generic approval to lead a specific adventure activity, then they should complete a Leader Approval Request (LAR) in Evolve for endorsement by the Headteacher who submits it to the Sunderland Council for approval. When this approval is given, it may be attached to future ALFs as evidence.

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid. In our school, this means at least one member of staff has completed (a 6 hour course paediatric basic course) and has experience in administering First Aid. In EYFS, the qualification must be the enhanced 12 hour paediatric certificate.

A school first aid kit must be taken on all trips/visits off site. A record of any first aid administered must be made whilst off site. The school's medical book must be updated on arrival back in school and parents informed as per our Medical/First Aid Policy.

Emergency Accident/Incident Procedures

In the case of an emergency, please see the BFBC emergency procedure documents. These should be taken on every school trip/visit (see Appendix C) and be followed fully. Group leaders must ensure that they have arranged a 'Home Base' contact who is available on a mobile phone throughout the duration of the trip/visit. The school's office number is not suitable to be used.

Accident/incident reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the employer has a statutory duty to record and investigate accidents/incidents. The BFBC's Incident Reporting Procedure must be followed.

The group leader is responsible for reporting any incidents/accidents or near misses to the EVC and Headteacher immediately. A detailed written record should be made as soon as possible.

Staffing ratios

OEAP National Guidance (see section 2) includes documents on "Ratios and Effective Supervision" and "Group Management and Supervision". The School, in line with the recommendations of Bracknell Forest Council, does not prescribe minimum staff to participant ratios for visits but does recommend the ratios below are used as a guide/starting point. Ratios and other arrangements for the effective supervision of children, young people and vulnerable adults should be determined as part of the risk assessment process by proper consideration of factors including:

- age (including the developmental age) of the group
- gender issues
- ability of the group (including special needs, behavioural, medical and vulnerability characteristics etc)
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions)
- staff competence
- Contingency or plan B options

Guidance on adult: pupil ratios (to be used as a starting point)

1:4 (YR); 1:6 (KS1); 1:10 or 1:15 (KS2)

Staff induction/training

- All staff to receive appropriate induction training
- Staff to sign to say they have read, understood and agreed to follow the school policy
- Experienced staff to lead on educational visit (visit leader to be approved by the Headteacher)
- Where appropriate, staff to visit venue with visit leader to identify risks before pupil visit.
- EVC to share developments in Risk Assessments and Educational Visits after updates and training

Volunteers

- Enhanced DBSs required for regular volunteers
- All volunteers to receive a briefing/induction prior to the trip departing (this should include: confidentiality; Safeguarding (leaflet to be given) and protocols on appropriate behaviour including the use of mobile phones)
- Volunteers must not act as visit leaders
- Volunteers must not be left unsupervised with pupils if they do not have an appropriate Enhanced DBS

Behaviour of pupils and staff

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any rules that will be in place. These should be re-emphasised as appropriate during the visit. Staff and pupils must agree to follow the School's Behaviour Policy, staff expectations and Part 2 of Teaching Standards, whilst on educational visits. This includes dealing with inappropriate behaviour.

Monitoring

The Headteacher is responsible for ensuring the monitoring of visits organised by the School. The EVC is often best placed to carry out routine monitoring and the Evolve system can be used to create monitoring reports.

Assessing Venues and Providers

The OEAP National Guidance includes guidance on Preliminary Visits and Provider Assurances.
The Learning outside the Classroom Quality Badge provides sufficient reassurance that a provider meets nationally required minimum standards of safety and quality. Details of a provider's status can be checked on the Quality Badge website www.lotcqualitybadge.org.uk. To confirm that all aspects of the operation of the provider are satisfactory, the school **must** ensure that either:

A. The Provider holds an LOtC quality badge
or
B. A 'Provider Form' has been satisfactorily completed by the provider. This form can be found on Evolve.

Insurance

The OEAP National Guidance includes guidance about insurance for visits. The school has taken out the Council's insurance which includes 'blanket' personal accident cover/travel insurance for all trips.

Appendix A

Binfield C.E. Primary School (V.A.) Educational Visits Checklist

Visit Leader:…….
Name of trip/activity:……..
Date of trip/activity: …….
Classes or groups involved:……
Deadline to cancel trip (without incurring any costs to the school):……

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process. This should be completed and shared with the EVC prior to visit approval. Please note the references below are in relation to the 'BFC Guidance for Off-sites visits and related activities' available on Evolve.

In advance of the visit:			
Preliminary – before the trip can go ahead			
1.	Has initial authorisation for trip/activity been sought from Headteacher?	☐ yes	
	Has the Visit leader referred to school's offsite visits policy and guidance materials on Evolve https://evolve.edufocus.co.uk/evco10/index.asp) before organising and discuss with HT if unsure	☐ yes	
2.	Have the intended outcomes of the visit been clearly identified? For a local visit, please state them here: 1. 2. 3. 4.	☐ yes	
3.	Has a 'school tip/activity costing form' been completed and returned to the school business manager to gain initial costings? (They can support with the booking and costing of coaches)	☐ yes	
4.	Has a draft letter for parents been approved by DHT/HT? *Ensure dates for payments allow sufficient time for all monies to be collected before deadline date for cancellation without costs to the school*	☐ yes	
5.	Has the letter been sent to parents and a copy given to the office and kitchen?	☐ yes	
6.	Have sufficient voluntary contributions been received prior to cancellation deadline. If yes – trip can go ahead as planned; if no – please speak to HT to decide whether trip needs to be cancelled	☐ yes	
Preliminary Planning – once trip paid for and ready to be fully planned			
7.	Is the visit appropriate to the age, ability and aptitude of the group?	☐ yes	
8.	Has there been suitable progression/preparation for pupils prior to the visit?	☐ yes	
9.	Does the visit comply with any guidelines specific to your school?	☐ yes	

10.	Does the visit comply with any specific LA guidelines? (see relevant sections)	☐ yes	
11.	If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 31)	☐ yes	☐ n/a
12.	Are transport arrangements suitable and satisfactory? (see Section 15)	☐ yes	☐ n/a
13.	If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 18)	☐ yes	☐ n/a
14.	Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?	☐ yes	
15.	Do the adults in the party have the appropriate skills for the visit? (Check this carefully arrange suitable training and/or briefing to clarify your expectations).	☐ yes	
16.	Have any adult helpers (volunteers) been approved by the Headteacher/EVC as to their suitability?	☐ yes	☐ n/a
17.	*If activity is to take place on school site, provide office with DBS details of activity leaders at least 48 hours in advance of activity.* • N.B. Ensure all adults helping on the trip have a school DBS check. If you are transporting pupils, you must have business insurance and valid tax, MOT and insurance. A 'Private use of Cars' form (attached) must be completed by all adults transporting children by car.		
18.	Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? Have the advised ratios been used as a starting point in making this judgement?	☐ yes	
19.	Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?	☐ yes	
20.	Are all support staff aware of and comfortable with their roles?	☐ yes	
21.	Are all helpers aware of and comfortable with their roles?	☐ yes	
22.	If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 8 and ESN Form)	☐ yes	
23.	Is insurance cover adequate? (see Section 14)	☐ yes	
24.	Does at least one member of staff know the pupils that are being taken away, including any behavioural traits? Have additional adjustments been made to support these pupils?	☐ yes	

25.	Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?	☐ yes	
26.	Are pupils aware of the nature and purpose of the visit?	☐ yes	

27.	Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 10)	☐ yes	
28.	Have all relevant details been issued? (eg. itinerary, kit lists, lunch arrangements etc?)	☐ yes	☐ n/a
29.	Are staff aware of any medical needs and/or other relevant details of pupils? Have additional adjustments been made to support these pupils?	☐ yes	
30.	Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?	☐ yes	☐ n/a
31.	Are staff aware of any relevant medical conditions of other staff/helpers within the group?	☐ yes	☐ n/a
32.	Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 13)	☐ yes	
33.	Is a first aid kit (appropriate to the visit) available? (see Section 13)	☐ yes	
34.	For residential trips in particular, have parents been informed that plans may change in accordance to changing conditions (eg an activity may be replaced with an alternative due to poor weather etc)	☐ yes	☐ n/a
35.	For journeys taking place outside the school's 'normal' hours, will an Emergency Card (Group Leader) be with the leader, and an Emergency Card (Home Base) be with the designated home contacts?	☐ yes	☐ n/a
36.	Are full details of the visit recorded on EVOLVE?	☐ yes	
37.	Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 29)	☐ yes	
38.	Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 20)	☐ yes	☐ n/a
39.	If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 17)	☐ yes	☐ n/a
40.	A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?	☐ yes	☐ n/a
41.	Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?	☐ yes	☐ n/a
42.	Has the visit been approved by the Headteacher and EVC, and in line with Governing Body policy (where appropriate)? (see Section 5)	☐ yes	
43.	If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 5)	☐ yes	☐ n/a

	During the visit		
44.	Do all staff have a list of pupils/groups, emergency contact details and an Emergency Card (Visit Leader) if out of the school's normal hours? Are these stored in GDPR compliant locked folder/case? (available from the school office)	☐ yes	
45.	Does the school office have a list of the names of all pupils, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?	☐ yes	
46.	Do staff have sufficient funds to allow for any contingencies?	☐ yes	☐ n/a

47.	Do staff have any relevant literature, work sheets, clipboards, etc?	☐ yes	☐ n/a
48.	Do staff have other items, eg. first aid kit, + sick bags, bin bags, booster seats, spare clothing etc., if needed?	☐ yes	
49.	Are pupil numbers being checked at appropriate times?	☐ yes	
50.	Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?	☐ yes	☐ n/a
51.	Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)	☐ yes	☐ n/a
52.	Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?	☐ yes	☐ n/a
53.	If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?	☐ yes	☐ n/a
54.	Do pupils know what action they should take if they become separated from the group?	☐ yes	
55.	Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?	☐ yes	
56.	Are all children wearing medication on their persons (inhalers/epipens/anapens) and all other medication is with named staff? Please see additional arrangements for managing severe allergies on trips)		
57.	*Getting children on and off the coach:* One member of staff at bottom of steps to supervise on/off		
58.	Teacher to supervise appropriate seating for pupils and staff		
59.	Ensure all children are seated and seatbelts fastened		
60.	Final headcount before departure		
	Good practice: Coats off before you leave No sweets on any trips School packed lunch policy applies		
	At the end of the visit		
61.	Are appropriate arrangements in force for the dismissal of pupils?	☐ yes	
62.	Have parents been made aware of any issues/incidents on the trip, including medical/accidents? Has the school's medical record been updated?		

63.	Has the Visit Leader reported back to the EVC and/or Headteacher?	☐ yes	☐ n/a
64.	Has the group been debriefed and any relevant follow-up work completed?	☐ yes	☐ n/a
65.	Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?	☐ yes	
66.	Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?	☐ yes	
67.	Have all staff and helpers involved in the visit been thanked for their input?	☐ yes	

Management of pupils with severe illness eg those with Epi-pens/ Asthma inhalers and severe allergies on trips.

All pupils with medical needs **MUST** be considered carefully prior to going on a school trip/off site visit. Planning **MUST** be done well in advance of any trip. As the teacher, you are accepting responsibility to act in locus parentis – i.e. as the most prudent, cautious parent would act.

It is the responsibility of the Lead teacher of the trip to ensure that appropriate planning and provision is made to ensure the safety of these pupils and that all staff are briefed about the plan for managing these pupils. In addition to completing the risk assessment you must consider these individual pupil's needs and include them with your risk assessment as an attachment. These children's lives depend upon it! Anaphylaxis can happen very rapidly and everybody **MUST** take this very seriously.

Prior to a trip/visit:

- Meet individual parents to discuss the needs of the pupils in the class/year group undertaking the proposed visit – re-visit each child's Care Plan and ask additional questions of the parents as needed re the condition.

Find out what the child is allergic to or what the possible triggers are for their medical condition. Eg What symptoms would they display? Are these going to be present in the environment you are visiting; dependant on the season or at meal times/bedtimes only? THINK - How can you best manage these?

- Seek additional advice from the Headteacher/Deputy Headteacher as well as talk through your planning for key children.
- A preliminary visit of the site must be undertaken by the Lead teacher and preferably by all teachers on the trip to assist with planning safe provision and identifying where the challenges may be. A visit and close liaison with the visit centre to understand their allergy controls/measures is essential too. Further liaison with the parents may also be needed and for residential trips it is recommended that a meeting is held with a member of SLT, the parents and lead teacher prior to the trip happening so that everyone is satisfied with the measures in place.
- Before the day of the trip, the lead teacher should meet with all staff attending and go through each child with additional needs (medical or otherwise). If parent helpers are attending, they should be briefed before the trip but without personal details being given ie. If any child is unwell, please speak to … x child in your group should be carrying an inhaler with them at all times.
- Once pupil issues are understood and the venue is assessed, a plan must be put in place to mitigate the risks. This is not an exhaustive list but actions may include:
    - 1 member of staff being assigned to look after a pupil with these needs (class teacher normally but MUST be a member of staff not a volunteer helper) and is confident to support with administration of meds if needed. Speak through the procedure with the medical first-aider
    - The child to have their medication on them in a bum bag/carrier at all times and regular checks to be made by staff that they still have them on them i.e. first thing; lunch time and evening (as appropriate) – use check-list protocol sheet and set a reminder on phones (all staff). A visual reminder (wrist band) could be considered to assist the pupil and staff member to remember to check.
    - Staff member to carry additional back-up medication with them at all times on the trip (these must be kept securely so that other pupils can't access them/inadvertently take them and they can't get lost etc.).

- Meal provision needs to be carefully considered – how will you ensure that the child doesn't ingest/come into contact with something that could make them very ill? Do they need a separate table; a special diet/foods brought from home; a check with the chef before the food is given etc. Do the other children know not to mess around with food near to the child as it could make them very ill - Ref: secondary pupil who had grated cheese thrown at him by mates – he died from anaphylaxis!
- All parents should be reminded of the School's NO NUTs policy on the trip letter/briefing and that no additional sweets/food items should be brought on the trip. A check needs to be undertaken that no child has brought additional items of food on the trip and/or there should be NO NUTS. Any contraband should be confiscated and given to the parent on return with a reminder of why we've asked for it not to be sent.
- We do not usually have spending money for trips/shop visits. If these are planned you will need to check that purchases do not have items which could cause a problem.
- Ensure you take a copy of the child's medical plan with you on the trip in the locked documents box – this is essential if there is an emergency.
- If the trip is residential you will need to check the child has their epi-pen/inhaler next to their bed at night time and that the child and room mates know where to find an adult in an emergency and that these items should not be messed around with. Where is the adult's accommodation overseeing the child in relation to the child's? Are they ideally placed to support the child/get additional help from another adult? Ensure the child (and room mates know where to find the nearest adult in the night?)
- Do you have a mobile phone with you in case of an emergency? Do you have the school number and the Headteacher's emergency contact numbers with you?

- Remember, any administration of any medicines need to be recorded on……
- Remember, general good practice is to record any significant incidences that occur. This will include any accidents or near-misses
- If there are any issues involving medical needs on the trip – eg an erors I made by staff, medicine has not been administered etc, please phone the Headteacher immediately to discuss a plan moving forwards

<u>Checklist protocol – does the pupil have their Epi-pen/inhaler on them?</u>

All staff on the trip should be asked to set a reminder/alarm on their phones for three set times during the day to act as a support to check that these checks are being made. THIS CHECK SHEET SHOULD BE ON YELLOW PAPER AND KEPT SECURELY.

The supervising teacher of an individual child with medical needs should complete the sheet and then get the Lead teacher or a second adult to act as a double check. Both should sign off each section.

Name of child	**Start of the day** **e.g. before breakfast**		**Lunchtime**		**End of the day** **e.g. before bed**	
Day 1						
Day 2						
Day 3						

Appendix B

Binfield CE Primary School (V.A.) Local Learning Area Policy

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- do not normally require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area includes, but is not limited to, the following frequently used venues:

- *Local Library (Binfield)*
- *St. Mark's Church and Newbold Church (both in Binfield)*
- *Bracknell Forest Leisure Centre*
- *The Lexicon Shopping Centre/Bracknell town centre*
- *Binfield Village Centre Shops and play spaces including Foxley Fields and Popes Meadow*
- *Local schools/venues (for the purposes of sports fixtures, competitions etc usually within a 20 minute car ride of the school or a 30 minute walk).*

Operating Procedure for Local Learning Area

(The below is simply a generic risk assessment for routine activities)

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic/travel
- Other people / members of the public / animals/ street furniture
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, pond at Popes Meadow etc.)

These are managed by a combination of the following:

- The Head or Deputy must give verbal approval before a group leaves and the lead member of staff must have completed the BPS 'School offsite visits checklist'.
- Only staff judged competent to supervise groups in this environment are approved. It is expected that all staff undertaking to lead a group off site have undertaken a pre-visit to the area; planned a safe route if on foot/arranged appropriate transport; and considered all of the likely eventualities that could occur and have planned accordingly.
- There will normally be a minimum of two adults for any visit off site. Staff will use the ratio guide of: 1:4 (YR); 1:6 (KS1) and 1:10 or 1:15 (KS2) and consider the needs within their class as to whether a higher ratio is required e.g. for pupils with behavioural, medical or learning needs.
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques to ensure safety e.g. walking in twos; responding to instructions/having a rendezvous point; regular head counts; assigning more challenging children with a teacher; build in a 'floating member of staff' etc.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school. All pupils and adults must wear a **high-vis tabard**.
- Staff are aware of any relevant medical information and the lead teacher has read and understood the child's medical care plan; ensured that any required medication is on the pupil/readily available and is carrying 'spares/back-up medication' as needed.
- Staff must take a list of pupils/staff and any additional necessary personal information in a school approved GDPR lockable bag (available from the school office).
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return *i.e. the 'Signing Out' sheet*
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A fully charged mobile phone must be taken with the lead member of staff and the office/designated emergency contact must be given a note of the number before departure.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles) along with a small emergency First Aid kit (green bum bags).

The lead member of staff will undertake a 'dynamic risk assessment' whilst leading the trip. Should risk factors change, they may make the decision to change the programme and/or return to school early in order to ensure the safety of everyone e.g. an unexpected thunder storm; an unexpected event/accident.

- ***PLUS***

- **All routes to Popes Meadow, St. Mark's Church or Newbold Church must follow the approved school route – see attached.**

- **When walking larger groups e.g. whole school or key stage to the church or Wellie Walks (YR and Y5), all pupils should be buddied up with the oldest pupil on the outside nearest the road, and the youngest on the inside. All pupils and adults will be briefed in the playground before leaving and will be reminded of**

general procedures e.g. walking not running; keeping eyes open and avoiding street furniture; adults spreading out across the line; school staff managing the crossing of roads etc.

- **For large group visits to the church, the crossing of Terrace Road South will be undertaken in the following way;**

    - **The Headteacher and Deputy Head will wait at the front of the line for all pupils to be in a tightly bunched up line (in 2 s).**
    - **Two staff cars will be waiting further along the road (both directions).**
    - **When the Headteacher can see a safe gap in the traffic, they will beckon the two cars forward and they will voluntarily stop (hazard lights on) to let us cross.**
    - **The Headteacher/Deputy Head will step out into the road (backs to traffic but looking in opposite directions and constantly monitoring traffic) and instruct the children to begin crossing. Pupils will be directed straight onto the opposite pavement and staff will continue to move them up. The whole school can cross the road in one continuous crocodile in approx. 2 minutes.**

Appendix C

BFC EMERGENCY PROCEDURES

Introduction and How to Use this Section

This section sets out procedures for use in the event of an emergency such as an accident or incident involving Offsite or Adventurous Activities.

Establishments must have carefully worked out emergency arrangements allowing parties away on visits to contact their base at all possible times. It is rarely possible for one person to guarantee to be available on the end of a telephone at all times but this can be substantially achieved either by having a list of possible contact numbers. **All those involved, or likely to be involved, must be familiar with the procedures and how to use them.**

The information in this Section is set out under three main headings, providing specific guidance for:

- Group Leaders
- Home Base Emergency Contacts
- Home Base Senior Managers

These sections are formatted to facilitate photocopying/printing to provide the key individuals with a hard copy of the guidance.

A key element in any emergency may be the method used to deal with the press and media. It is strongly recommended that establishments should have someone responsible for and experienced in this area and through whom all such communications are channeled.

Bracknell Forest Council Emergency Duty Officer

People Department at Bracknell Forest Council can be contacted in the event of an accident or emergency on the following telephone numbers:

During Office Hours:	Time Square	01344 354182
Outside Office Hours:	Forestcare	01344 786500

People Department has a 24/7/365 Emergency Contact, so that there is always a senior manager available to support establishments in an emergency situation.

The EDO will assist the establishment in evaluating the information gathered, assessing the response level and in implementing the initial response. The EDO can also provide the liaison between the establishment and the other teams within the Council, freeing up the establishment to concentrate on the incident.

Accident/Incident Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the employer has a statutory duty to record and investigate accidents/incidents.

The Council maintains written guidance on incident reporting in its Health andSafety Manual for Schools and operates an online reporting system which can be accessed by clicking here. All accidents/incidents with Offsite and Adventurous Activities should be reported and recorded via this system

All personnel involved in offsite activities should familiarise themselves with the recommended procedures for reporting/recording of accidents or serious incidents and follow the aboveguidance.

In The Case of a Fatality

a) In the United Kingdom, the Police will take all necessary statements and notify the Nextof Kin. Notify the police as soon as possible and give them details of what has happened and what you have done so far.

b) In foreign countries the procedures will vary. Local police should be able to advise. Bracknell Forest Council subscribes to the National Interpreting Service which gives access to a trained interpreter from any telephone in 146 languages, which can be accessed via Forestcare 01344 786500. If in doubt follow United Kingdom proceduresuntil told to do otherwise by an appropriate official of the country concerned.

c) Ensure all items/equipment involved in an accident or incident are retained in an unaltered condition.

d) NEVER ADMIT LIABILITY OF ANY SORT.

e) Do not allow anyone to see any party member (staff or participant) without an independent witness being present.

f) No-one, unless they are in a relevant official capacity, has any right to see anyone whodoes not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

g) Please note – DO NOT speak to the press or media other than to refer them to the Communication Officer, Bracknell Forest Council. (The press and media will know how to contact Bracknell Forest Council) this applies equally to all members of the party, staff and participants.

Firearms or weapons attack

In case of a firearms or weapons attack, the following advice has been given by the National Police Chiefs Council (NPCC);

RUN – to a place of safety. This is a far better option than to surrender or negotiate. If thereis nowhere to go, then…

HIDE – It's better to hide than confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL – the police by calling 999.

https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx

IMMEDIATE ACTION IN THE EVENT OF A SERIOUS ACCIDENT OR INCIDENT

GROUP LEADERS AND OTHER SUPERVISORY ADULTS

BE PREPARED: Always carry these procedures, the information and means to use them.

1. FIRST STEP: Care of the Group

a) Ensure all participants and staff and participants are safe from further danger

b) Arrange search, rescue, medical care/hospitalisation as necessary

c) Ensure welfare of all concerned

2. NEXT STEP: Contact Home Base

a) Inform your Home Base Emergency Contact immediately. Contact details should be recorded overleaf for easy reference.

b) Your Contact will need to know:

- What happened?
- To whom?
- Where?
- When?
- What has happened since?
- Any present or potential hazards?
- The current location/status/condition of the Group?
- The current location/status/condition of the Group Leader?
- Your current status/condition, location and contact details
- What immediate assistance is required?

c) In the case of a fatality or criminal activity notify the local Police.

d) Retain all items/equipment involved in an unaltered condition.

e) If you can't get through to Home Base, contact Forestcare

3. WARNINGS AND ADVICE:

a) Do not speak to the press or media other than to refer them to the Council's Press and Information officer 01344 352323.

b) Never admit Liability of any sort.

c) Do not allow anyone to gain access to the group or the leader/s unless requested to doso by the police, Home Base Emergency Contact, or Senior Managers.

d) No one, unless they are in a relevant official capacity, has the right to see anyone whodoes not wish to see them.

e) If someone tries to force a confrontation, do not do anything and call the police.

f) Be as compassionate as possible with anyone involved.

g) Keep a written record of what has happened

h) Do not let participants telephone home until contact has been made with Home Baseand / or the Council.

For the purposes of these procedures a serious incident is defined as:

- an accident leading to a fatality, or serious injury e.g. fractures, amputation;
- any circumstance in which a party member might be seriously at risk;
- serious illness;
- any situation in which the press or media are, or might be, involved.

Check list:

- Medical and Consent Forms
- Participants List
- Travel documents
- Risk Assessment/s
- Vehicle documents
- Money
- Venue documents
- Activity documents
- Mobile Phone
- First Aid kit

Telephone Numbers

Group Leader

Name …… Phone ……..

Other Staff on the activity

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Home Base Emergency Contact

Name ……..Office ……Mobile……

Senior Manager Emergency Contact

Name ……..Office ……Mobile……

Forest Care Bracknell Forest Council 24/7 Emergency Call Centre: 01344 786500

(ask to speak to the People Department Emergency Duty Officer)

IMMEDIATE ACTION IN THE EVENT OF A SERIOUS ACCIDENT OR INCIDENT

HOME BASE EMERGENCY CONTACT

BE PREPARED: Always carry these procedures, the information and means to use them.

1. FIRST STEP: Record the details of the Incident

a) Listen carefully and write down:

- What happened?
- To whom?
- Where?
- When?
- What has happened since?
- Any present or potential hazards?
- The current location/status/condition of the Group?
- The current location/status/condition of the Group Leader?
- The current status/condition, location and contact details of the caller?
- What immediate assistance is required?

b) Where the Group has failed to make contact at the pre-arranged time:

- After 30 minutes phone the Group Leader, If no answer, leave a message
- Wait a further 30 minutes and if no reply received implement Next Steps

2. NEXT STEPS: Alert Senior Management

a) Inform the Home Base Senior Manager (Headteacher or Service Head). Telephone numbers and other details can be written on this card for easy reference.

b) If you can't get through to the Home Base Senior Manager, contact Forestcare

c) Provide them with the First Step details above.

d) Give them your current location and contact details.

e) Begin to organise any immediate assistance required. N.B. you can access the resources of the Council via Forestcare.

3. WARNINGS AND ADVICE

a) **Do not** speak to the press or media other than to refer them to the Council's Press and Information Officer 01344 352323

b) Never admit Liability of any sort.

c) Do not allow anyone to gain access to the Group or the Leader unless requested to doso by Senior Managers or Council officers.

d) No one, unless they are in a relevant official capacity, has the right to see anyone whodoes not wish to see them.

e) Be as compassionate as possible with anyone involved.

f) Keep a written record of what has happened

For the purposes of these procedures a serious incident is defined as:

- an accident leading to a fatality, or serious injury e.g. fractures, amputation
- any circumstance in which a party member might be seriously at risk;
- serious illness;
- any situation in which the press or media are, or might be, involved.

Check list:

- Medical and Consent Forms
- Participants List
- Travel details
- Risk Assessment/s
- Venue details
- Activity details
- Mobile Phone
- Vehicle details

Telephone Numbers

Group Leader

Name …… Phone ……..

Other Staff on the activity

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Name …… Phone ……..

Home Base Emergency Contact

Name ……..Office ……Mobile……

Senior Manager Emergency Contact

Name ……..Office ……Mobile……

Forest Care Bracknell Forest Council 24/7 Emergency Call Centre: 01344 786500

(ask to speak to the People Department Emergency Duty Officer)

IMMEDIATE ACTION IN THE EVENT OF A SERIOUS ACCIDENT OR INCIDENT

HOME BASE SENIOR MANAGER

BE PREPARED: Always carry these procedures, the information and means to use them.

1. FIRST STEP: Record the details of the Incident

a) Listen carefully and write down:

- What happened?
- To whom?
- Where?
- When?
- What immediate assistance is required?
- Any present or potential hazards?
- The current location/status/condition and contact details ofthe Group, the Group Leader and the caller?
- What happened since?

2. NEXT STEPS: Respond to the Incident

a) Inform others as appropriate, including other senior managers, plus as required:

- Staff as necessary to assist you – assign responsibilities
- People Department Senior Management via Forestcare
- Chair of Governors (schools only)
- Police/emergency services (if appropriate)
- The Council's Press and Information Officer on 01344 352323 or via Forestcare.
- Give them your current location and contact details.

b) Understand the impact of the incident on the Group and begin to organise any immediate assistance and appropriate support required. You can access Councilresources, including interpreting services via Forestcare.

c) The Parents/Carers/Next of Kin of those involved must be notified as quickly and compassionately as possible:

- In serious cases, including fatalities, this is best done through the Police. Contactthem, explain the circumstances and give appropriate details. **N.B. Any delay atthis point could mean Parents/Carers/Next of Kin experiencing distress by learning of an accident through other sources such as the press or media.** Set up appropriate ongoing lines of communication both from and to them.

- Put in place any further support for Parents/Carers/Next of Kin as required (Policewill only stay for a short time). The Council's Social Services may be able to help,and can be accessed via Forestcare.

- Draft appropriate information to be sent to other Parents/Carers, children & youngpeople and staff as quickly as possible.

d) Ensure that all information passed on is verified, accurate and reliable, and not elaborated, enhanced, inferred, suggested, assumed, based on hearsay or second hand. Information must also be true as false information can be misleading, cause distress and be subject of accusations/litigation at a later date. Information must also beconsistent with what has been previously released.

e) Begin a written Action Log to record all communications and decisions

3. WARNINGS AND ADVICE

a) **Do not** speak to the press or media other than to refer them to the Council's Press andInformation Officer 01344 352323.

b) Never admit Liability of any sort.

c) Do not allow anyone to gain access to the Group or the Leader unless requested to doso by Senior Managers or Council officers.

d) No one, unless they are in a relevant official capacity, has the right to see anyone whodoes not wish to se them.

e) Be as compassionate as possible with anyone involved.

For the purposes of these procedures a serious incident is defined as:

- an accident leading to a fatality, or serious injury e.g. fractures, amputation
- any circumstance in which a party member might be seriously at risk;
- serious illness;
- any situation in which the press or media are, or might be, involved.

Telephone Numbers

Group Leader

Name ……. Phone ……..

Other Staff on the activity

Name ……. Phone ……..

Name ……. Phone ……..

Name ……. Phone ……..

Name ……. Phone ……..

Name ……. Phone ……..

Home Base Emergency Contact

Name ……...Office ……Mobile……

Senior Manager Emergency Contact

Name ……..Office ……Mobile……

Forest Care Bracknell Forest Council 24/7 Emergency Call Centre: 01344 786500

(ask to speak to the People Department Emergency Duty Officer)