



# Off-site Visits and Outdoor Learning

## Scotholme Primary School Off Site Visits Policy and Practice

Date March 2017

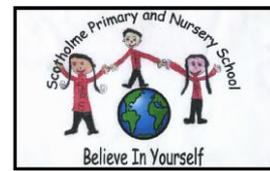
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## THE VALUE AND BENEFITS OF UNDERTAKING OFF-SITE VISITS AND OUTDOOR LEARNING

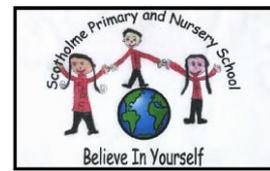
At Scotholme Primary and Nursery School, we place a great emphasis on creating a happy atmosphere within the school and we welcome parental involvement in all activities, wherever possible. It is our aim to teach children to make positive choices about their education and to give them a lifelong love of learning. We believe in the importance of outdoor learning and first hand experiences. To support this, we organise a wide range of visits for all children during the year. In addition, we have many visitors and workshops in school, to enhance all areas of the curriculum.

All children will be strongly encouraged to participate in the visits, which the school offers, as they are linked to the pupils' learning and an integral part of our curriculum.

## POLICY AND PRACTICE

The Establishment is committed to ensuring that risks are reduced 'so far as is reasonably practicable' to its employees, volunteers and young people. This code of practice is a statement of the major procedures and guidelines in place to ensure that outdoor learning takes place within a safe and meaningful context. In particular, it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP (Outdoor Education Advisers' Panel) National Guidance, NCC (Nottingham City Council) Off-site Visits Policy and the establishments' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Nottingham City Council Off-site Visits Policy.
- Systematic written procedures
  - are based on a reasonable and sensible risk/benefit management process;
  - are underpinned by establishment induction and training and support for staff when leading Outdoor Learning;
  - are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning, it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.



- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When required, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

## **THE SCOPE OF THIS POLICY**

This policy will provide the framework within which staff will operate in relation to outdoor activities both on site and beyond.

- For 'regular and routine' activities, staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period, usually less than 12 months.
- It will cover activities such as school swimming, sports fixtures, outdoor work on the school site, planned regular visits to parks, museums, shops, library etc. as defined by the establishment in this document.
- Knowledge of and training in this policy will also allow for some 'short-notice' work to be undertaken within a defined geographic area and the competence of the lead staff member.
- Most activities will be category 'A' activities and can be approved within the school. It is worth considering a time limit for any 'blanket' approvals; the nature (complexity) of the activity; distance from site and competence of staff. Where category 'B' activities are planned, such as use of the Climbing Tower or other 'adventurous activity' then approval for that specific event will be required from both the head of establishment and Children and Families.

For the purposes of this policy, the establishment defines 'regular and routine' activity as: Swimming, sports matches, allotment visits and trips around the local area on foot.

It can operate within the City of Nottingham.

Beyond these areas of working, it is recommended that the City Council Off-site Visits Guidance will be used as a framework to plan and deliver off-site visits.

## **THE MANAGEMENT STRUCTURE AND LINES OF RESPONSIBILITY**

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and NCC Off-site Visits Policy, the establishment will appoint a trained Off-site Visits Co-ordinator (OVC) and will ensure they attend a refresher course every three years following their initial OVC training.

The Off-site Visits Co-ordinator is: Carl Hollis

The tasks of the OVC are outlined in the NCC Off-site Visits Policy

The OVC is responsible to:



## **APPROVAL AND NOTIFICATION OF OUTDOOR LEARNING AND OFF-SITE VISITS:**

For every off-site visit or outdoor activity, the OVC and the Head Teacher must be consulted and give their approval, as outlined in this policy and indicated in the management structure above.

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

**Category A** - Local and regular activities, which are defined in this policy in terms of the nature of the activity and their location  
*e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc*

These visits do not always need to be put on EVOLVE but may need staff to carry out OV4 forms for the individual children going. These visits must have the approval of either the Head Teacher or the OVC.

For the purposes of this policy, the establishment defines 'regular and routine' (Category A) activity as:

Those activities that take place as part of a planned curriculum - to include

*Visits to the Libraries, School Allotment, Arts Galleries, Swimming Pools and Leisure Centres, City Schools, Sports Fixtures, all activities on the delivery site of a non-adventurous nature,*

These activities will normally operate within the local neighbourhood or Nottingham City

Beyond these areas of working, it is recommended that the City Council Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- For 'regular and routine' activities, staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity, over a given period.

**Category B** - Usually annual visits to attractions or locations beyond the City. For example: visits to the seaside, other UK cities etc

**All of these visits MUST be entered on EVOLVE and will require the approval of the OVC and Head Teacher.**



**Category C** - Includes: **All residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities, see Figure 3 for more detail.**

All of these visits **MUST** be approved using EVOLVE and will require the approval of the OVC, Head Teacher and NCC.

## PROCESS OF APPROVAL AND NOTIFICATION

### Category A - Notification of Regular and Routine visits:

For all local regular and routine visits, the relevant members of staff must be notified

**1. Who is to be informed and who agrees approval?**

Head Teacher and OVC

**2. How is that approval given?**

Depending upon the activity, this will sometimes require just verbal approval e.g. trips to the local area, school allotment or it may need approving through EVOLVE e.g. visits to Nottingham City, other areas of Nottingham

**3. What time scales are required in terms of approval?**

Approval for such trips **MUST** be made and **APPROVED** a week before the trip is due to take place. Initial discussion and planning of such trips should occur at a much earlier stage, preferably at the start of academic year.

**4. How do group leaders notify school that they are going off-site?**

Groups need to notify the Head Teacher and OVC, place the event in the School Diary and seek approval through the EVOLVE system, if it is deemed necessary. Parents do not need to give permission each time, as these activities are classed as local trips within the school day. A courteous letter explaining the activity and checking that there is no change in medical history is advisable.

### Category B visits:

First stage Approval:

OVC Name: Carl Hollis (Ann Dargavel if he is unavailable)

Second Stage Approval:

Head Teacher Name: Kate Hall

For Category B visits, Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments should include:

- All Visits and Travel (Up to Date)
- A Risk Assessment appropriate to the activity or place that you are going (Up to Date)

(These risk assessments need to be shared and signed by the adults attending. Please do not use risk assessments sent by providers, as these are their risks and not ours. We are responsible for knowing our children and the potential risks that may befall them.)

Activity programme

Programme planning information, as appropriate.



OV2 (Provider checklist) or use LOtC Quality Badge for checking providers.

### Category C Visits:

First stage Approval:

OVC Name: Carl Hollis (Ann Dargavel, if he is unavailable)

Second Stage Approval:

Head Teacher Name: Kate Hall

Third Stage Approval:

Nottingham City Council Sport, Outdoor Learning and Sustainability Services Manager (SOLSSM),

For Category C visits, Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments should include:

- Travel
- All Visits
- Accommodation - if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

Activity programme

Programme planning information, as appropriate.

Give minimum notice of 6 weeks.

OV2 (Provider checklist) or use LOtC Quality Badge.

OV4 form - parental consent form completed

## STAFF

### Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head of Establishment or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be aware of the contents of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.



## Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained and retained, as evidence of the risk management process..

To supplement such meetings staff will be issued with written information and will participate in briefings when appropriate.

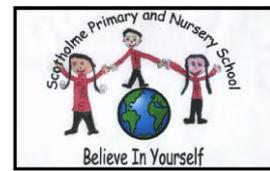
## STAFF RESPONSIBILITIES;

### PRE - SESSION/ACTIVITY PLANNING AND CONSIDERATIONS

Staff are directly responsible for the well-being of young people and the quality of the experience they provide. They should have the minimum level of competence for the activities they undertake.

Before any off-site activities are undertaken, staff must ensure the following guidelines are followed:

- Ensure that the visit complies with the code of practice on **page 18**.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required, reference should be made to the Generic Risk Assessments prepared by Children's Services (Found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents').
- Ensure that parents/carers and young people are made aware of the nature, purpose and details of the off-site visit/activity.
- When appropriate, consent including all appropriate information is obtained from parents/carers to support off-site activity/outdoor learning. (Form OV4 can be used as a guide to information required for more complex visits)
- Personal information for all participants must be available (i.e. medical considerations, contact information etc). This is to assist the safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- Ensure that provision is made for any incident, including First Aid and that procedures are known and understood in the event of an emergency or other serious incident.
- **When appropriate ensure that the visit is logged on the EVOLVE Online system or that form OV1, or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.**



- The head/manager or other nominated member of staff should have access to the following, prior to an off-site visit taking place:
  - a) Names, addresses, dates of birth and phone number of all children taking part.
  - b) Names of all staff attending, with contact phone numbers.
  - c) Full details of the venue, coach company, departure and arrival times, with appropriate phone numbers.
  - d) The staff member in charge of the visit should have easy access to emergency contact numbers for all parents/carers and the nominated establishment contact person.

#### **Appropriate details should be placed in the central office.**

- When planning the number of adults needed to lead/accompany a visit, undertake a risk assessment to include the appropriate staff/young person ratios. DBS and Enhanced Clearance checks should be obtained for all individuals helping with activities for children, if they are to be in sole charge of young people.
- Provide appropriate briefings and instructions to their group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit.

#### **DURING THE OFF-SITE VISIT/ACTIVITY**

During the visit, the Visit Leader will:

- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Ensure children and young people are wearing appropriate clothing for the activity being undertaken.
- Ensure that the visit is managed to minimise risks to staff and young people as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Put into action the establishment home base emergency plan if and when required.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or SOLSSM, prior to the session. Such sites must be risk assessed before use.



- Contact the Establishment or nominated contact person, if they anticipate returning later than estimated.

During a visit, accompanying adults will:

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

During a visit, all participants will:

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

## **POST VISIT ACTIVITY**

Where appropriate, ensure that the visit is reviewed and a report is made to the Head Teacher indicating the extent to which the intended visit aims were achieved. The report will include the result of all investigations into particular incidents/near misses as necessary, and will be shared with the Governing Body and the SOLSSM where appropriate.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Off-site Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.



## **NORMAL OPERATING PROCEDURES – ALL VISITS/ACTIVITIES**

### **Staff competence:**

- The Head Teacher should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Specific Activity risk assessments and Operating procedures.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility. Appropriate levels of first aid cover must be available according to the activity risk assessment.
- All staff in sole supervision of young people must have undergone an enhanced DBS check.

### **Use of appropriate equipment:**

- Consider possible weather conditions and plan appropriate programmes, clothing and equipment
- Provide clear information re suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing - check before departure and/or bring spares

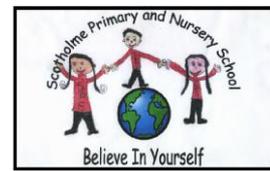
### **Management of on-going conditions:**

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.

### **Group ability and management:**

- Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments
- Pre - plan supervision before visit and brief staff
- Ratios are established through establishment risk assessment procedures
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured bibs etc)
- Discuss programme and arrangements with young people and staff during the preliminary planning - a record should be kept of any concerns
- Briefing to all on what to do if separated from the Group. Head counts should be undertaken by leaders particularly at arrival/departure points and when separating and reforming groups.
- Obtain information from parents/carers using recommended parental consent form OV4, Make necessary arrangements for individual young people with additional needs - add relevant information to risk assessment and deploy additional staffing as necessary
- Warn children and young people about 'strangers'

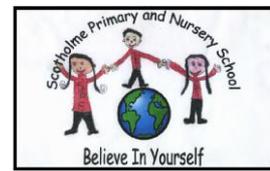
### **Indirect/ remote supervision**



- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Set clear boundaries
- Parents/carers informed and if necessary consent given for indirect/remote supervision
- Warn young people about relevant dangers

#### **Medical emergency and incident management**

- At least 1 adult with each group must be prepared to take lead in first aid. Check that their first aid certificate is current
- Ensure that first aid and travel sickness equipment is taken and young people with travel sickness/medical needs are known
- Ensure there are sufficient supervisors to deal with an incident and to take charge of the rest of the group
- Staff must know and understand the Establishment Emergency Operating Procedures. For staff this must be part of their induction training.
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- Emergency details must be discussed with nominated contact person prior to visit
- Emergency plan for lost or missing young people must be known and understood by group members



## **NORMAL OPERATING PROCEDURES - TRAVEL**

### **BY FOOT**

(Derived from the NCC Generic Risk Assessment on 'Travel - On foot'. It will be important to make such procedures specific to the establishment and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people.
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed r.e. hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.
- Consideration could be given as to whether easily visible clothing could be worn by young people

### **BY PUBLIC TRANSPORT**

Becoming separated and lost:

- Journey is planned and assessed - (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be left on their own.

**Emergency and medical issues:**

- Emergency plan in place - young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

**Taxi:**

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.

**Buses and Trams:**

- On double-decker buses, supervisors should be positioned on both decks
- On coaches, supervisors should be spread around the coach and not all sat together.
- Young people should not be allowed to walk around on a bus or coach, unless accessing a toilet. In this case, an adult must supervise the young person whilst they are moving around the bus..
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system



- Make sure young people sit whenever possible with seatbelts fastened.

### **By CAR**

Competence of driver and suitability of vehicle:

Check that:

- The driver has a current driving licence (driving licences should be checked annually by Line Managers)
- Is the vehicle roadworthy? e.g.
  - valid road tax
  - current MOT certificate
  - is the vehicle maintained in accordance with the manufacturer's recommendations?
  - there is adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

### ***Lone working (Child protection and behaviour):***

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a DBS check been carried out i.e. where an adult has sole, unsupervised access to young people?
- Will the young person be delivered safely to their destination?

Parent/ carer's consent has been obtained

### ***Restraint of occupants in vehicle:***

- Seatbelts **MUST** be worn by all occupants of the vehicle.
  - Booster/Child seats must be used when appropriate
  - Suitable restraints/child seats provided e.g. for young, small children
- N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years/below 135cm in height does not wear a seatbelt
- N.B. unrestrained children must **NOT** be carried in the front seat of any vehicle.

### ***Being struck by loose objects:***

Are loose objects secured, preferably in the boot? (i.e. to prevent injury by 'projectiles' in the event of an emergency stop)



## **NORMAL OPERATING PROCEDURES – PHYSICAL ACTIVITIES**

(Derived from the NCC Generic Risk Assessment on 'Swimming and Ice Skating'. It will be important to make such procedures specific to the establishment and location of activities)

### **Swimming:-**

Use of swimming pools:

Refer to and follow the latest Nottingham City Council (NCC) guidelines on swimming, when using any pool (Swimming section in the School Sport webpages on the College Street website [www.collecest.org.uk](http://www.collecest.org.uk) )

- Any use of a pool must be supervised by qualified Lifeguard(s) working to recognised ratios as outlined in the NCC guidelines
  - Preferably, use local authority run pools during life guarded sessions
- Pre visit - site specific risk assessment

Poor Hygiene (Infections)

- Pool area is clean and in good repair
- Changing areas are safe and hygienic

Drowning:

- Pool water is clear and there is evidence of regular testing
- Where there is a resuscitator, spinal board someone is trained in their use
- First aid kit is available
- Pool warning and depth signs are evident
- Grille covers over outlet pipes are present and secure
- Lifesaving equipment is evident, accessible and in good repair
- Ensure that you know the swimming ability of the young people, obtain parental/carer consent

Slips, trips and falls - Non swimming activities:

- Young people must be briefed regarding expected behaviour and emergency procedures
- Non-formal swim teaching activities must be specifically risk assessed e.g. diving, 'recreational' time, use of slide/flumes, inflatables etc.
- No running
- Slip resistant surfaces in evidence

### **Ice Skating**

Decision making and leadership

- Leader competence must be approved by establishment OVC
- Group leader to have undertaken a pre-visit.

Participants separated from group, abuse by member of the public.

- Brief all on what to do if separated from group e.g. meeting points, inform Centre staff etc.
- Supervise visits to public toilets



- All children are aware of procedure to follow if they are abused by a member of the public

#### Remote supervision

- If remote supervision is proposed, plan activity with reference to control measures in *Generic Risk Assessment 'All Visits'*
- Set clear boundaries and times of return

#### Slips, trips, falls and collisions

- Take care if walking when wearing skates
- Skate in an anticlockwise direction, unless otherwise stated
- Be adequately clothed for a cool environment and falls on to the ice
- Do not wear hoods or hats on the ice as it restricts vision
- No trains/chains of more than 3 people allowed
- Do not speed, trip or play unauthorised games
- Do not wear shoes, trainers, bags or rucksacks on the ice
  
- Do not take food or drink onto the ice

#### Cut fingers

- Recommend skaters wear gloves

#### Behaviour or special needs of individual pupils

- Suitable arrangements are made for participants with special educational needs as outlined in *Generic Risk Assessment 'All Visits'*

#### Fire

##### Buildings

- Take note of any fire briefings by Staff
- If the fire alarm sounds evacuate the building by the nearest safe exit. Fire exits are all marked.
- Follow any instructions of centre staff, who hold regular fire drills.

Check young people present against the register

#### Unconfident children

Support from an adult (verbal encouragement etc)

#### Shoelaces untied

Adults to visually check skates before children enter ice and remain vigilant



## **ESTABLISHMENT OFF-SITE VISITS ACTIVITY GUIDELINES AND CODE OF PRACTICE**

These notes contain activity information and guidance on levels of staff competence needed to lead the activity. Separate detailed guidelines exist for on site activities and are issued during training or induction.

Group sizes and staffing ratios are guidelines only and will alter according to the needs of the group, the programme, weather conditions, time of day etc.

Recommendations of group equipment carried may alter due to the time of year or specific nature of the activity i.e. hot drinks substituted for cold drinks in hot weather (this is at the activity leader's discretion). No alterations can be made to the use of personal protective equipment required for an activity.

These notes should be read in conjunction with risk assessments for each given activity, available in the Establishment's safety file.

It must be remembered that these risk assessments are generic and because of this if you operate off-site, you should be familiar with the venue chosen and may be required to complete a separate specific risk assessment for your proposed activity. Specific advice is always available via the OVC and the SOLSSM. All adults attending should read risk assessments beforehand.

In either case, you, as a competent staff member, will be expected to be continually assessing risks within your environment and acting appropriately.

This covers modifying routes because of the weather encountered or because of group fitness. Any major changes to plans, venue changes etc wherever possible must be notified to staff at the Establishment or a nominated contact person.

### **ACCIDENT AND INCIDENT PROCEDURES**

The City Council is committed to providing a safe and healthy work environment for all. Scotholme Primary School's Accident and Incident Procedures are set out in the Health and Safety Policy held in the office and on the server.

Contained below are the City Council requirements in terms of reporting and recording accidents. These have been adapted from the City Council Health and Safety Manual. A full copy is available for reference in the main office.

- All accidents must be recorded using the City Council personal accident report form (PARF), found in the red 'Incident' folder. This should be forwarded to the Head of Establishment who will forward it to the Safety Advisors' Unit. See Accident Reporting Flow Chart.





## PRACTICAL ADVICE IN THE EVENT OF AN ACCIDENT

Keep calm and take charge of the situation.

Ensure the safety of yourself and the rest of the group. Make use of Group Leaders and Assistants to supervise the group.

Attend to the casualty.

Contact emergency services, as necessary. (999 Police, Ambulance etc.)

Arrange to continue, alter the activity or return the group back to the establishment.

Inform your nominated contact person, usually the Head of Establishment.

Record accident/incident in accordance with City Council procedures, forms should be left for the attention of the Head of Establishment.

In the event of a major incident / accident, the Head of Establishment must be informed of the incident as soon as possible giving the following information:

- Your name
- Nature and time of accident
- Location
- Details of individuals involved
- Action taken so far

This person will contact the Children and Families Emergency Planning Team, and assist you by contacting the parents/ carers of those involved and the HSE via the Safety Advisors' Unit, if necessary.

It is essential that Parents/Carers are informed of the incident promptly and through appropriate channels. The group should be informed of this requirement and have no inappropriate access to telephones until this has been done.

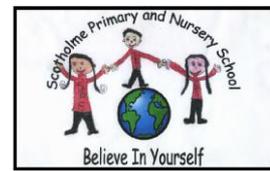
Do not interfere with the scene of an accident other than to assist in first aid. This is particularly important if the incident involves any form of protective equipment (i.e. climbing equipment), which must be left in-situ for inspection.

Legal liability should not be discussed or admitted.

Refer any potential requests from the Media to a Council designated individual at the Loxley House **(0115) 876 3362**, during normal working hours or the Emergency Planning Team **(0115) 915 1640/1633** outside of normal working hours.

Write down all relevant details while fresh in your mind and ask other leaders to do so as well. Keep a record of names and addresses of any witnesses.

Complete all relevant accident report forms.



## **OFF-SITE ACTIVITIES**

### **LATE BACK PROCEDURE (applicable for all off-site activities)**

Staff in charge of an off site activity must endeavour to return to the Establishment (or group's base) within the estimated time. If this is not possible then steps should be taken to alert the Establishment or a nominated contact person of your revised time scale.

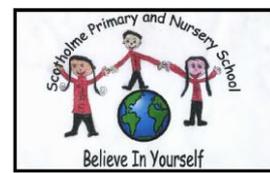
If you do not return on time, a late back procedure will be implemented.

This is:-

- \* If no contact has been made and the group is late back, the nominated contact person (likely to be a member of staff) will maintain an open phone line and attempt to contact the group who may carry mobile phones
- \* If applicable, send a member of staff to the planned finish point noted in the activity plan.
- \* Try to establish if the group have been seen in the activity area (by contacting site owners, car park where a mini bus may be etc)
- \* Contact the AA/ RAC to establish if the group may be held up in traffic on the way back.
- \* In the event of a sustained lack of information, or if any information gained causes concern, alert the appropriate emergency services and implement major incident guidelines.
- \* Alert Children and Families / Emergency Planning Team who will assist in implementing major incident procedure.

**All groups when operating off - site (outside of the Establishment's' environment) will:-**

- Nominate a contact person who knows where you are and what time you should be returning to the site. All details must be left at the Establishments' office.
- Carry copies/summaries of parental consent forms, if appropriate (please leave originals on site or with your nominated contact person)
- Leave details of venue used alternative routes if applicable and contact number of group if a mobile is carried.



## REMOTE SUPERVISION AND LOST OR MISSING CLIENTS

*In some cases, clients may be out of the sight of staff for periods of time e.g. while orienteering or shelter building (in other words working under remote supervision). In such cases, staff need to consider the following points in order to reduce the risk of young people becoming lost or separated from the group.*

- Make sure parents/carers are informed of the nature of the activity in letters/information sheets etc.
- Ensure young people are sufficiently briefed and competent; any young people for whom indirect supervision is not suitable should be directly supervised. Such decisions should be taken in liaison with other staff, if appropriate, either prior to the visit or subject to an on-going assessment on the day in relation to ability and behaviour.
- Staff leading such activities should be familiar with the site.
- In organising such an activity, staff should consider the following:
  1. Young people should work in groups of 3 or more
  2. Ensure clients are not wearing any name badges
  3. Accompanying staff or additional staff should patrol the area
  4. If Orienteering or in City Centres, for example place some staff at key locations
  5. Ensure that there is a permanently staffed meeting point
  6. Staff understand that they are still responsible for the young people in their care
  7. If staff have mobile phones, ensure they have any emergency contact numbers
  8. A briefing should be given to all group members
- Any briefing to young people should include at least the following information:
  1. Young people must stay in their groups
  2. Warn young people of the 'stranger danger'
  3. If young people are concerned at any time, or they notice a group member is missing, they must contact a member of staff immediately.
  4. Clear boundaries are given
  5. A clear time back is given; a signal may also be given for the end of the activity.
  6. Young people may have whistles while orienteering, for emergency use only.

### MISSING CLIENTS

If a young person becomes missing or fails to turn up at the end of the session or you are alerted to the fact by another young person or staff member.

- Call the activity to an end **IMMEDIATELY** and hold a head count of all participants. Confirm who is missing and send staff out around the perimeter of the activity area.
- Try contact by mobile phone, if appropriate.
- Control the use of mobile phones by other group members
- Return the rest of the group to the Establishment or central gathering point
- Inform the Head of Establishment



- If a young person cannot be found after the first initial search, extend the search
- If such action fails to locate the missing client inform the Police, Children and Families Emergency Planning Team and educational establishment if necessary. Preferably within 20 minutes of being informed.
- Continue the search process until uniformed/additional help arrives



## **Appendix 1 – Charging and Lettings**

For all relevant information and policy arrangements for *Charging and Lettings*, please see the school's *Charging and Letting Policy*.



## Appendix 2 – Trip Planning Procedures

### SCOTHOLME PRIMARY & NURSERY SCHOOL - VISIT TICK LIST - 20 POINT PLAN

#### DETAILS OF VISIT.....

#### DAY & DATE OF VISIT.....

	ACTION	ACTION COMPLETED+ DATE
1	Choose visit to fit in with class/year group planning.	
2	Discuss with class/year group colleagues and decide the focus of the visit relating to class/year group planning.	
3	Contact venue for available dates and costs. Check school diary and write details on chosen date if available. May have to make provisional booking with venue.	
4	Request transport quote - write date, times and venue in bus hire book in reception office.	
5	Calculate overall costs, including proposed parents' contribution - confirm with Head Teacher.	
6	Make sure staffing and first aiders are within the correct ratio for the age range of the children.	
7	Inform School Business Manager of visit to details together with costs and how the costs will be paid - eg. Invoice before/after visit, School debit card before visit etc.	
8	Compose letter to parents making sure that all the information is correct. A copy of this letter should be given to Business Manager the day before being given out so that BM can prepare collection sheets for Parents' contribution. Use the school template letter for visits If necessary send out OV4 forms with letter.	
9	Pre visit the venue and complete risk assessments & itinerary.	
10	EVOLVE - enter details and submit a week before planned visit. - Check for returned forms/notes.	
11	Order packed lunches from the kitchen and inform the Reception office of the date and number of packed lunches ordered for that date.	



12	Staffing and coach to be confirmed at least 1 week before visit.	
13	Briefing for staff to include all documentation and discussion of grouping list.	
14	Ensure that all duties are covered and a copy is given to the SLT.	
15	Hold a meeting for the children to ensure they are all prepared/briefed for visit.	
16	A couple of days before the visit - check and confirm OV4 forms are all present and completed correctly for the children going on the visit. Ask for an up to date list of contact numbers from the office and take that with you on the trip.	
17	The day before the visit check that sick boxes, first aid kits, medication, cameras, hi viz jackets, emergency pack and mobile phone are arranged.	
18	Ensure mobile phone numbers are shared between staff on the visit.	
19	Continue to risk assess throughout the visit.	
20	Evaluate visit following return.	