

Forest Fields Primary and Nursery School



Off-Site Visits Policy

**Including Health and Safety guidelines and
Emergency Procedures for Educational Trips**

September 2025

Approved at the meeting of the Governing Board held on: 23rd September 2025

Signed: James Verran

Position: Chair of Governors

Date to be reviewed: September 2026

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CODE OF PRACTICE

Policy

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 safe and meaningful context. In particular it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, NCC 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 Off-site Visits Guidance.
- Systematic written procedures, based on reasonable and sensible risk management process and underpinned by establishment induction and training, support staff when leading Outdoor Learning. These procedures are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

Other related school policies and procedures

- Safeguarding Children policy
- Anti-Bullying policy
- Behaviour policy
- Staff Code of Conduct for interaction with pupils
- First Aid policy

THE MANAGEMENT STRUCTURE AND LINES OF RESPONSIBILITY

Head of Establishment
Shahida Chowdhury
|
David Edwards – EVC

Practice.

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 Educational Visits Co-ordinator (EVC) and will ensure that they attend a refresher course every three years following their initial EVC training.

The named EVC is: David Edwards

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

- Develop and implement procedures to monitor all outdoor learning and off-site visits and their associated planning.
- Develop and implement an approval system for:

Approval and notification of Outdoor Learning and Off-site Visits:

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

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

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

All of these visits must be put on EVOLVE unless . One application can cover a range of visits or activities over a term, for example.

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

Those activities that take place as part of a planned curriculum –

- Swimming
- Area band
- Allotment visits
- Sports fixtures
- Sports clubs
- Trips in the locality

That can operate within the following locations:

- Forest Park
- Aboretum
- Pirate Park
- Schools within a one-mile radius
- Djanogly Leisure Centre
- Within the boundaries of Gregory Boulevard, Radford Road, Northgate and Sherwood Rise

NOT THE CITY CENTRE

- For ‘regular and routine’ activities staff will be trained in the operation of this policy.
- ‘Regular and routine’ visits will include those that take place as part of a planned programme of activity over a given period of time, usually less than 12 months.
- 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.

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.

Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities.

All of these visits MUST be entered on EVOLVE and will require the approval of the OVC and Head/Principal/Senior Manager.

Category C – Includes: All residential visits, visits abroad and activities in hazardous environments or involving ‘adventurous’ activities.

All of these visits MUST be approved using EVOLVE and will require the approval of the OVC, Head/Principal/Senior Manager and NCC.

5. Process of Approval and notification

Category A Notification of Regular and Routine visits:

For all regular and routine visits the head of establishment or designated senior member of staff will approve a programme of visits or activity over six weeks.

For all other visits the establishment will follow the City Council Off-site visit guidance in terms of approval.

The establishment will manage the notification of groups going off-site by notifying the central admin team who will in turn notify the kitchen as necessary at least six weeks in advance. Any trips must be logged on the school planner.

If travelling on foot to one of the locations outlined in category A locations above, staff must read the local visits risk assessment and travelling by foot risk assessment and sign to say this has been read. These are kept in a folder in the school office.

Category B visits to be approved by:

First stage Approval:
David Edwards (EVC)

Second Stage Approval:
Shahida Chowdhury (Head Teacher)

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

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Any other Risk Assessment appropriate to the activity

Activity programme

Programme planning information, as appropriate.

Risk Assessments should be submitted 6 weeks prior to visit.
OV2 (Provider checklist) or use LOtC Quality Badge for checking providers.

Category C Visits, to be approved by:

First stage Approval:
David Edwards

Second Stage Approval:
Shahida Chowdhury (Head Teacher)

Third Stage Approval:

Sport, Outdoor Learning, Life skills, Adventure and Risk management
(SOLAR),

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

Complete the On-line Approval on EVOLVE;
Risk Assessments that 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 of 6 weeks notice.
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 trained in the operation of this policy.

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

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

Staff management and communications

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

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

Staff responsibilities

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

Staff Competence

- The Head/Manager 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 and are briefed regarding the outcome of risk assessments. 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 suitable DBS checks as part of their recruitment procedures, including the taking up of references.

NORMAL OPERATING PROCEDURES – ALL VISITS/ACTIVITIES

Pre – session/activity planning and considerations

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

- Ensure that the visit complies with this code of practice and NCC Children and Families Policy.
- 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 the Children and Families (Found on EVOLVE, www.nottinghamcityvisits.org.uk in the 'Resources' section under 'Guidance, Policies and Documents').

- Ensure that a parent/carers and young people are made aware of the nature, purpose and detail of the off-site visit/activity.
- DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

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

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form."

- NCC recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that don't return within the school day), adventurous activities along with residential and visits abroad.
- 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)
 - For local regular and routine visits, as part of the curriculum or life experiences. (This could be in the form of a letter/action plan/lesson plan outlining the range of off-site activities to be undertaken over a period of time.)
 - For visits further a field. (This could be a specific letter/form relating to the particular activity/visit, an OV4 form might be used.)
 - For more complex activities, for example residential visits, adventurous activities or visits abroad. (Specific consent from parents/carers is required to undertake the activity/visit, the OV4 can be used for this purpose)
- The teacher in charge of the trip should have the mobile contact numbers of all staff taking part as well as the Head/Deputy/Assistant Head's.
- The Visit Leader should have access to the personal information on all the participants (as regards any medical and dietary considerations) this is to assist safe inclusion of all participants.

- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- When appropriate, ensure that the visit is logged on the EVOLVE Online system or 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 information, prior to and during and 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 names of children NOT taking part on the trip and where they are to be located. (It is the teacher's responsibility to organise where the children will be placed in school and to inform the office).
 - e) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person (Head or Deputy head)

Appropriate details should be placed in the central office or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- CRB and Enhanced Clearance checks should be obtained on all individuals helping on activities with children, through NCC, HR Section 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. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any conversations

DURING THE OFF-SITE VISIT/ACTIVITY

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and

young people as far as is reasonably practicable.

- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the Establishment or nominated contact person if you anticipate returning later than estimated ('Late back' procedure should be followed – see p. 21)

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, 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.
- 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.

Group ability and management

- Pre - plan supervision before visit and brief staff
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include what to do if separated from the Group.
- Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and 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 traffic, if necessary

Medical emergency and incident management

- Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
- At least 1 leader with each group prepared to take lead in first aid. If appropriate check first aid certificate current, and that an appropriate first aid kit is taken.
- First aid and travel sickness equipment carried, young people with travel sickness known
- Ensure sufficient supervisors to deal with an incident and 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 or briefing.
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- Emergency details with nominated contact person to be arranged
- Emergency plan for lost or missing young people known and understood by group leaders.

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

Ensure that the visit is reviewed by staff involved; this must include completing the evaluation on the on-line Evolve system in the event of an accident or near miss, and should include the result of all investigations into particular incidents/near misses as necessary, and

report these to the OVC who will inform both the Governing Body and the SOLSM at the Children's Service.

The evaluation on the Evolve system could also be used to;

- Indicate the extent to which the intended visit aims were achieved.
- Include any pertinent information about the visit/activity, which may inform future planning.

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 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
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system
- Make sure young people sit whenever possible

BY CAR

Competence of driver and Suitability of vehicle:

Lone working (Child protection and behaviour):

Complete Volunteer Drivers' Form or the forms section on the EVOLVE website

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?

Is there adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out if needed (Consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a CRB 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?
 - Consent Parental / 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
- Each young person MUST be restrained individually by a seatbelt
- 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 does not wear a seatbelt
N.B. unrestrained children must NOT be carried in the front seat of any vehicle.
Should the child / children be transported in the rear seat only?

Is there a need to use the child locks (rear seats) to prevent 'runners'?

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)

BY MINI BUS

Inadequate management and poor maintenance

- Appropriate written records kept e.g. The vehicle documents and maintenance records, operating log, list of authorised drivers, training records
- There is an effective vehicle defect reporting system
- Is the vehicle maintained in accordance with the manufacturer's instructions and NCC policy?
- Does the vehicle have a valid MOT certificate, where it is over one year old?
- The minibus MUST be fitted with seatbelts.
- Is the vehicle correctly licensed?
- Driver must be aware of the accident / violent incident / problems reporting procedures

Lack of procedure to check for defects

- Pre-drive safety checks must be carried out on both exterior and interior to ensure the vehicle is in a safe condition. (a check list / log book should be used)

Unauthorised drivers

- Drivers must hold a current NCC Permit to Drive
- Driver/s must have a current, clean driving licence, with full D1 entitlement or PCV Licence.
- PCV Licence if travelling abroad
- Drivers must inform DVLA of any medical condition that affects their ability to drive
- Check drivers' driving licences annually

Drivers unaware of their responsibilities

- Drivers must be aware of their overall personal responsibility for providing a safe service, e.g. by ensuring:
- The road worthiness of the vehicle
- Their own fitness to drive, e.g. effected by medicines, alcohol, drugs, too tired?
- Weight within minibus is evenly distributed
- The maximum weight limit and capacity of the vehicle is not exceeded
- Luggage is securely stowed and clear of aisles, luggage on roof racks does not exceed 100kg etc.

Road traffic accidents – Driver tiredness

- Journeys must be adequately planned (Additional guidance: RoSPA 'Driving for Work: Safer Journey Planner')
- Consider: controlling driver's hours e.g. route, maximum driving time / maximum driving day, rest breaks, relief drivers etc.
- If abroad, minibus and drivers' hours follow EC requirements and use tachograph

Road traffic accidents - Distracting the driver, etc.

- Is adequate, suitable (i.e. trained) supervision provided? (young people must not be left unaccompanied on the minibus)
- Are passengers aware of expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc?
- If there is an incident involving young people on the minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Road traffic accident – use of mobile phone

- Mobile phones must not be used by the driver while driving

Road Traffic accident – Injury to passengers

- Minibus meets "M2" standard (standard relating to seat belt anchors where they have been fitted retrospectively)
- Driver ensures seatbelts are used and booster/child seats, where appropriate

Parking and breaks in journey

- Care always taken in parking in suitable place for disembarkation
- Close supervision and head counts during any breaks in journey and close supervision in and out of bus
- Brief young people: re purpose and timings of stop
- How and where to contact staff

- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure

Adequate child protection and supervision

- Has parental/carer consent been obtained for young people being transported in the minibus?
- Only suitable and agreed pick up and drop off points used?
- Are procedures in place as regards collection of young people, i.e. are they safely met? (i.e. they must never be left alone)
- Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)
- Has a CRB check been conducted for potential drivers / escorts and volunteers?
- If so, are additional control measures required e.g. is another adult required?
- Lone working procedures are followed and a specific risk assessment undertaken, when appropriate

Lack of equipment to deal with an emergency

- First aid kit (contents checked)?
- Road map?
- Torch (in working order)?
- Fire extinguisher (i.e. water or foam or halon 1301 02 1211)?
- Fluorescent Jacket

Information required prior to journey

- Insurance details
- Contact details
- Accident / incident report forms
- Medical details and medication, e.g. inhalers etc.
- Defect report book
- Accident / violent incident reports
- Break down details (emergency triangle required)?

Reversing

- Drivers to be aware that young people must not be used to assist the driver to reverse? (i.e. adults only to be used)

Action in case of an accident

- Drivers to be aware of the action to be taken in the event of an emergency, e.g.:
- Road traffic accident
- Fire
- Illness

BY COACH

Traffic accident – Injury to passengers:

- Coaches have seat belts, which staff ensure are used
- On double-decker coaches supervisors should be positioned on both decks
- Young People not to stand in the aisle or distract driver

Young people lost or separated -Service station and other breaks in journey:~

- Brief young people: re purpose and timings of stop
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)

Careful head count before departure

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Loading should be from the front back, with the rear seats only used when the coach is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)

Make sure staff sit in different areas of the coach to ensure supervision of young people

Injury / disorientation in an emergency:

Evacuation and emergency procedures are known by all before departure

- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the ha

ACCIDENT AND INCIDENT PROCEDURES

The City Council is committed to providing a safe and healthy work environment for all.

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 school 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.
- Major accidents (fatalities, hospitalisation etc.,) must be reported to the enforcing authority the Health and Safety Executive. Contact the Safety Advisors unit directly who will then contact the HSE for you.
- All violent incidents must be reported.
- All dangerous occurrences / near misses must be reported.
- Accidents, near misses and incidents will be reviewed at each staff meeting and during supervision.
- Records of all incidents must be maintained at the Establishment by completion of a PARF.

NEAR MISSES/INCIDENTS/DANGEROUS OCCURRENCES

A near miss is an incident that does not result in an injury to persons e.g. a heavy object falling from above which misses a person below, or a reversing vehicle, which causes a person to take evasive action to avoid a collision.

An incident may cause property damage, structural damage or may be a result of poor maintenance for example, incorrect storage of chemicals leading to a fire, failure of load bearing equipment etc.,

All forms for reporting purposes are available in the office along with guidance on how to use them.

EMERGENCY CONTACT NUMBERS

In the event of an emergency, once you have dealt with the immediate situation your first line of contact will be your nominated contact person if operating off-site, or the Head of Establishment while working on site.

The following names and numbers should be used if you cannot make contact with either of the above. Where no area code is noted next to the telephone number it is a local number (STD 0115).

Children and Families Emergency Contact	Tel: 876 4608/4609
	Tel: 07985 381931

City Council 'Out of Hour' Service	Tel: (0115) 915 1640
	(0115) 915 1633

Sport, Outdoor Learning, Life skills, Adventure and Risk management Mgr
Tel: (0115) 947 6202 x 249

Police, Fire, Ambulance, Mountain rescue etc.	Tel: 999/911/112
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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.)

Make arrangements 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 / nominated contact person 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/ guardians of those involved, and the HSE via the Safety Advisors unit, if necessary.

It is essential that Parents/Carers learn of the incident promptly and through appropriate channels. The group should be informed of this requirement and have no 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, ask other leaders to do so. 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 back to the Establishment (or groups base) within the estimated time back. 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 back 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 at the Centre) will maintain an open phone line and attempt to contact the group who may carry mobile phones / pagers.
- * 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 well 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 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, 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 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.