



# Visits and Journeys Policy

Start Date: April 2018

Review Date: April 2019

Headteacher	Finlay Douglas
EVC	Michelle Bartle
EVC	Phil Wilson

This policy is to be followed in conjunction with *Guidance for Off-Site Visits and Related Activities* with National Guidance and *EVOLVE-Revised February 2018*

White Spire School acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

All educational trips and visits must be approved by the Headteacher or senior member of staff in advance of activities being organised. Any overnight or adventurous activities need to be carefully planned and permission must be sought from the LA.

For regular trips, a generic risk assessment (Appendix 1) should be completed annually. The Headteacher or senior member of staff should countersign all groups going out except where these activities are regular and part of a planned programme of work already known to the Headteacher.

## EVOLVE

At White Spire School, all overnight and adventurous activities are completed over EVOLVE.

The EVC will support the headteacher in ensuring that competent staff are assigned to lead and accompany visits.

All EVOLVE visits, which include Overseas, Residential or Adventurous activities will be submitted for Local Authority approval. These should be submitted to the LA at least 30 days in advance.

In approving visits, the Headteacher and EVC will ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit. The following will be considered when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (check Staff History on EVOLVE).
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Does the leader have the ability to manage the pastoral welfare of participants?
- e) Does the leader exhibit sound decision-making abilities?
- f) What experience has the leader of the participants he/she intends to supervise?

- g) What experience has the leader of the environment and geographical area chosen?
- h) Does the leader possess appropriate qualifications?
- i) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- j) If leading adventurous activities has this, been 'approved' by the LA?
- k) Is the leader aware of all relevant guidelines and able to act on these?

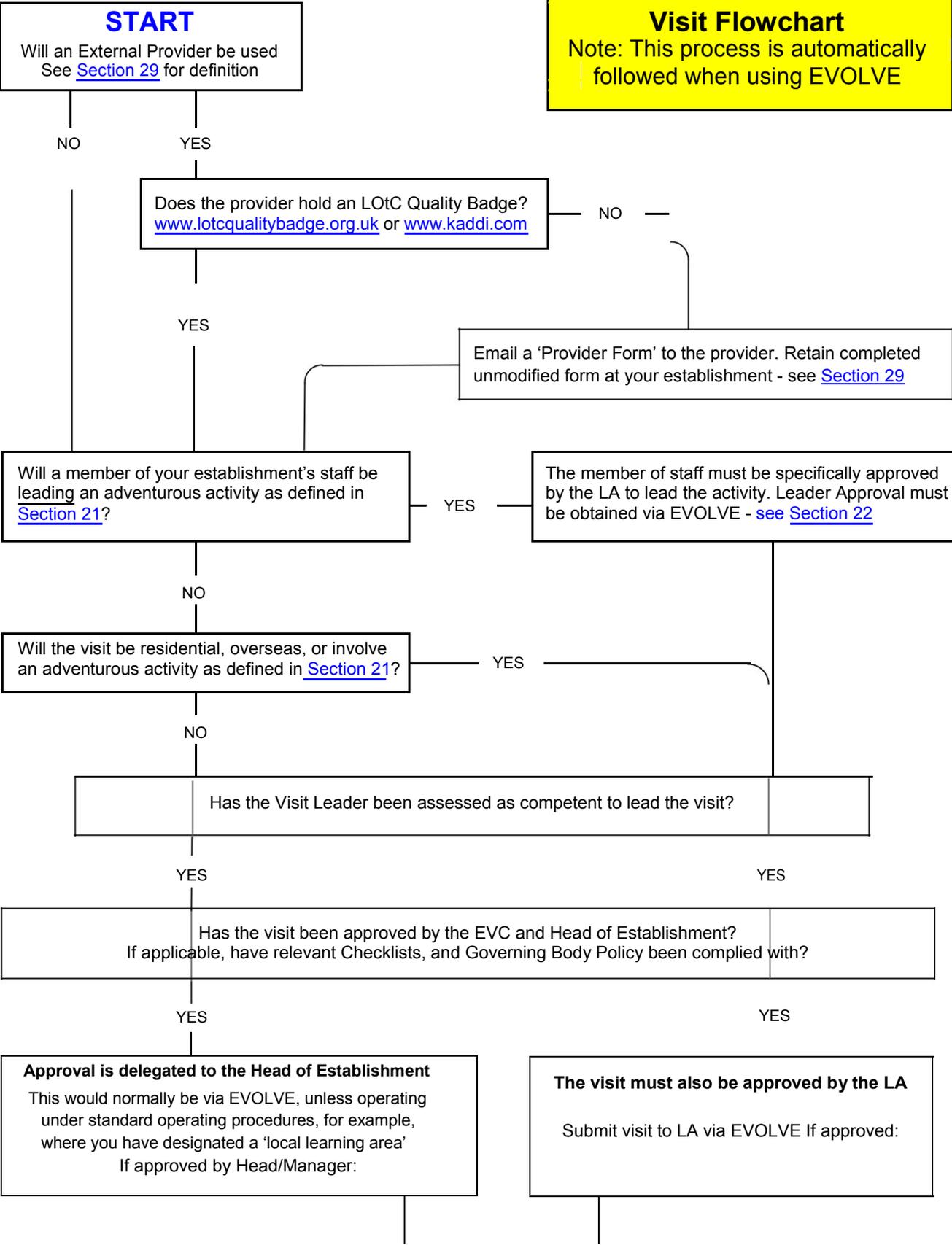
#### **Local Area Risk Assessment -Appendix 1**

For all local area non-adventurous activities, a school risk assessment must be completed 3 weeks before the trip unless agreed otherwise. The risk assessment must follow the school set guidelines and be signed off by the following:

- Headteacher
- One member of SLT
- Lead first aider
- Trip Leader

The risk assessment must include pupils and staff, time of departure and place of visit must be logged in the log out file. For regular trips, a generic risk assessment (Appendix 1) should be completed annually.

**Visit Flowchart**  
 Note: This process is automatically followed when using EVOLVE



**START**  
 Will an External Provider be used  
 See [Section 29](#) for definition

NO

YES

Does the provider hold an LOTC Quality Badge?  
[www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) or [www.kaddi.com](http://www.kaddi.com)

NO

YES

Email a 'Provider Form' to the provider. Retain completed unmodified form at your establishment - see [Section 29](#)

Will a member of your establishment's staff be leading an adventurous activity as defined in [Section 21](#)?

YES

The member of staff must be specifically approved by the LA to lead the activity. Leader Approval must be obtained via EVOLVE - see [Section 22](#)

NO

Will the visit be residential, overseas, or involve an adventurous activity as defined in [Section 21](#)?

YES

NO

Has the Visit Leader been assessed as competent to lead the visit?

YES

YES

Has the visit been approved by the EVC and Head of Establishment?  
 If applicable, have relevant Checklists, and Governing Body Policy been complied with?

YES

YES

**Approval is delegated to the Head of Establishment**  
 This would normally be via EVOLVE, unless operating under standard operating procedures, for example, where you have designated a 'local learning area'  
 If approved by Head/Manager:

**The visit must also be approved by the LA**  
 Submit visit to LA via EVOLVE If approved:



### **Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. At White Spire School, we make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

### **Risk Assessing**

Both EVOLVE and the school risk assessment (Appendix 1) allows for expected risks to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Once a risk assessment is agreed, it should be shared with all staff attending the visit. After the visit is completed, staff should shred paperwork. The original copy will be kept by the EVC.

### **Safety During the Visit**

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.

Monitoring of the visit must be ongoing; this contributes towards enjoyment, safety, and learning.

It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

Following the visit, the visit leader should record any significant issues as a note on EVOLVE/inform the EVC, for both reference, and to inform future visits.

## **Parent / Carer Consent**

### **Schools:**

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school.

For ongoing non adventurous curriculum activities which take part within the school day, an annual consent form is needed.

Written consent is to be requested for activities that need a higher level of risk management or those that take place outside school hours. Parents must be informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity covered by the form.

### **Staffing and Supervision**

On all visits, there must be an 'effective level of supervision' that has been approved by the EVC and the headteacher. The EVC and headteacher will make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency or 'Plan B' options.

A visit will not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

### **Vetting and Disclosure and Barring (DBS) Checks**

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to, young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to National Guidance document 3.2g [Vetting and DBS Checks](#)

### **Direct, Indirect and Remote Supervision**

Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

**Direct supervision** is where a member of staff is with a young person / group.

**Indirect supervision** is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.

**Remote supervision** is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6<sup>th</sup> Form unaccompanied visit to university open day.

Both Indirect and Remotely supervised activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including learning to manage risk, self-sufficiency, interaction with the public, social skills, communication, decision making, etc.

The decision to allow indirect or remote supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

When recording a **remotely** supervised visit on EVOLVE, there must still be a named visit leader. This will be the member of staff that has made a professional judgement regarding the level of responsibility and maturity of the participants and decided that, in their opinion, it is reasonable for them to be undertaking the specific activity unaccompanied by an adult. A 'Note' should be added to EVOLVE specifying that remote supervision applies.

### **First Aid**

On all trips, there is a **responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc.)** A first aid kit appropriate to the visit should be carried.

### **Insurance**

The school is insured under Milton Keynes insurance.

## Appendix 1



### Risk Assessment Procedures

- High risk or unusual trips EVOLVE
- Low risk or day trips - see appendices
- EVOLVE trips: 6 weeks in advance
- Low risk trips 3 weeks in advance or earlier to Michelle Bartle
- Once trip is agreed - see points to note
- Risk assessment:
  - M = Medical
  - B = Behavioural
  - O = Other

## Visit Request Information needed -

Lead Teacher:	
Class:	
Number of Pupils:	
Date	
Time	
Number of Staff:	

To Do List	Date	Signature
Request Visit		
Book lunches		
Book minibus		
Arrange driver		
Confirm staff attending		
Enter trip in the school diary		
Medical plans including Staff		
Emergency contact numbers		
Informed 1 <sup>st</sup> Aid of visit activity and pupils attending		



## General Risk Assessment

Date:	Time:	Lead Teacher:
Trip Outline:		
List of pupil names:	Risk Medical/Behavioural/Other	Control Measure
General Risk Assessments: (see attached sheet)		
•		
Staff list:	Medical / Other Risks	Control Measure

<p>Emergency plan:</p> <p>School contact details available. Contact school to inform and seek advice.  School to contact parents/carers if necessary.  All pupils and staff gather together at safe refuge.  Await collection or onward travel as advised.</p>		

Lead teacher: .....

Date: .....

Medical Check:.....

Date: .....

Assistant Headteacher: .....

Date: .....

Headteacher: .....

Date: .....

# Emergency Card (Visit Leader)

**This ‘card’ must remain with the Visit Leader at all times on a visit**

**In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.**

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

## **Milton Keynes Council Emergency Contact**

**01908 311773**

Be prepared to give: Your name and Establishment/Group  
 Phone number and back up phone numbers  
 Exact Location  
 Nature of Incident  
 Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made.  
 You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Office/ Home (if applicable)	Mobile
Establishment	01908 373266	
Milton Keynes Council	01908 311773	

If the visit will be outside normal establishment hours:

Establishment ‘Home’ Contact	Michelle Bartle	01908 373 266
Head of Establishment / Chair of Governing Body (optional)	Finlay Douglas	
Other/EVC		

## Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

**This ‘card’ or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.**

**The establishment’s Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

**It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Milton Keynes Council 01908 311773 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.**

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Office/ Home (if applicable)	Mobile
Head of Establishment	Finlay Douglas	
Deputy Head of Establishment		
Milton Keynes Council	01908 311773	
Chair of Governing Body (optional)		
Other/EVC	Phil Wilson	