

# Westover Primary School



## Educational Visits Policy

May 2026



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## **Policy Statement**

At Westover Primary School, we believe that educational visits play a vital part in enriching our curriculum and providing the children at our school with life experiences.

In this policy we seek to establish a clear and coherent structure, which clearly outlines the necessary planning and evaluation of risks when partaking in off-site visits.

## **Intent**

As part of our aim to provide a broad and balanced curriculum, educational visits:

- - Have a stated educational purpose
- - Provide children with first hand experiences
- - Enhance and enrich learning opportunities
- - Develop personal and social skills
- - Provide positive contribution to the development of cross-curricular dimensions

### *Visits include:*

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest school
- Sporting activities, including swimming sessions
- Outward bound and adventurous activities
- Residential trips, including any number of nights away from home

### *Residential visits:*

Children in Upper Key Stage 2 have the opportunity to take part in a residential visit. The residential enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. A medical form will be required to be completed prior to the trip to ensure the safety of all children. An example is available in the appendices.

## **Planning**

To ensure that we are providing the children with a broad and rich curriculum, educational visits should be included in year groups' long-term planning and outlined on individual group learning forecasts. Where necessary, some educational visits may need to be booked at the end of the academic year, in preparation for the next academic year as there may be high demand (residential trips will be booked a year in advance to help support parents paying total amounts).

The information collected prior to the trip and during the pre-visits should be identify: any identified risks, activities which are planned to take place, disabled access, disabled toilets, toilets, any wheelchair access points and fire safety regulations according to where you are visiting. If the trip is in our local area, clear thought should be given to how disabled children or

children with special educational needs will travel to and from the place and whether any aspect of this trip may be a barrier for particular children.

*Procedure:*

The best practice to be adhered to in arranging of school trips is as follows:

- In consultation with class teachers, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.
- The EVC must be informed, and a pre-visit must be arranged, at least 5 weeks before the trip takes place.
- Class teachers will inform parents in advance of dates for school trips no less than 4 weeks' notice, with further specific details in a separate letter, giving at least two weeks' notice.
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate payments will be made directly to the school office.

### **The Educational Visits Coordinator (EVC)**

The school has appointed an EVC whose role is to coordinate the planning and management of these activities. The designated person is trained by Hampshire Outdoors and has attended EVC specific training. All off-site activities must be approved by the EVC at least 5 weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event or rearranged sporting fixture. Where possible dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable. The EVC or head teacher will appoint a visit leader for each trip. The EVC will be actively involved in the planning and management of off-site visits. They will:

- - ensure that risk assessments are completed in a timely manner;
- - support the headteacher and governing body in their decisions on approval;
- - assign competent staff to lead and help with trips;

- - verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- - make sure that all necessary permissions and medical forms are obtained;
- - keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing)

The visit leader is responsible for all paperwork prior to the visit; where necessary, the EVC will upload the risk assessment to EVOLVE for approval by the local authority, 4 weeks prior to the visit.

### **Role of the Visit Leader**

The Visit Leader will be a teacher and employee from Westover Primary School, who will have overall responsibility for the supervision and conduct of the Visit and should have regard to the Health and Safety of the group.

The Visit Leader should be appointed or approved by the Headteacher or EVC.

The Visit Leader should:

- Obtain the Headteacher's or Educational Visit Coordinator's and Finance Manager's permission / agreement before any off-site visit takes place.
- Follow the school regulations, guidelines and policies
- Be able to control and lead pupils of the relevant age
- Be suitably competent to instruct pupils in an activity and be familiar with the location/ centre where the activity will take place
- Be aware of child protection issues
- When embarking on a new trip a pre-visit is mandatory and should be carried out by the Visit Leader and EVC, where possible (No less than 5 weeks prior to the Visit taking place)
- Undertake and complete the planning and preparation of the Visit and working with the Educational Visits coordinator to ensure all documentation is current
- Undertake and complete a comprehensive Risk Assessment and all the necessary paperwork prior to the visit, including a detailed itinerary (uploaded to EVOLVE)
- Where parents/volunteers are used to support the Visit in ratios, the Visit Leader must have this confirmed with the headteacher or Educational Visits coordinator. Requiring them to conduct the relevant DBS checks if appropriate for the trip. Should they not have one it is the Visit Leader's responsibility to ensure no children are left alone with a pupil.

- Ensure that all members of staff are aware of the relevant information
- Have enough information on the pupils proposed for the Visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure that the ratio of adults to pupils is appropriate to the needs and age of the group going
- Consider stopping the Visit if the risk to health or safety of the pupils is unacceptable, and have in place procedures for such an eventuality (Plan B)
- Ensure that during the Visit regular and frequent head counts of pupils take place, rendezvous points are established, and pupils are briefed on what to do if they become separated from the group
- Ensure that adequate First Aid provision will be available
- Where a licensed provider is used to provide an adventurous activity, the Visit leader must check that the provider's equipment is appropriate and in safe condition, operating safely, that there is appropriate First Aid, and there are emergency procedures and the provider's staff are competent in these procedures.
- Review the visit after with the Headteacher and/or Educational Visits Coordinator
- Ensure that all members of staff.

## **Training**

Training for outdoor leadership is provided to all current members of staff. This is to ensure that staff can confidently lead all visits. The EVC will receive appropriate training for the role to.

## **Risk Assessments**

A risk assessment is a careful examination of what could cause harm to pupils, staff or others together with an identification of the control measures necessary in order to reduce or prevent risks. All potential risks should be identified at the time of writing. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

As well as these safety considerations, it is also important that probable weather conditions at the time of year proposed are considered. The visit leader should take careful account of the facilities available, regarding the proposed size of the group.

Another area of risk could include children with behavioural difficulties. Every effort will be made to include all pupils in educational visits however, on occasion in the interest of the safety of individuals or the group, it may be deemed necessary to prohibit a child from participating in a trip. If, following the writing of the risk assessment, the visit goes ahead, the visit leader must make all adults accompanying the children aware of the contents of the risk assessment and have signed to say they have read and understood this. The adults will ensure the pupils are made aware of these risks and that the controls that are in place.

They should also assess the site's suitability about the age and any needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for sessions, and these assessments may be adopted if it is impractical for the visit leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. The local authority will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

Off-site visit plans and risk assessments will be submitted to the EVC 4 weeks prior to the visit. This will then be checked and uploaded to Hampshire Outdoor Education system 'EVOLVE' by the EVC. It will then be sent to the Headteachers for approval; before finally, being approved by EVOLVE. Only the EVC/ Headteacher are to upload risk assessments to EVOLVE for final approval.

### **Local Visits Module – EVOLVE**

This is a new, simple way to log local visits without completing a full EVOLVE form. These may be visits that you don't usually record on EVOLVE. A risk assessment will still be completed and this should be uploaded to EVOLVE in the usual way but on the Local Area Visits Module.

#### *What is considered a Local Area Visits?*

A Local Area Visits should **not**:

- Be in or near water e.g. beach/river study (with the exception of curriculum swimming lessons);
- Include an adventurous activities including bushcraft/forest school;

- Require transport of any kind (with the exception of sports fixtures);
- Take place outside of the school day (with the exception of sports fixtures), or
- Be led by anyone who does not work at the school/establishment.

## **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below is the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes 1:5
- Years 1-3 – 1:6
- Years 4- 6 – 1:12
- Adventurous activities – 1:10
- Residential visits – 1:10

If a child with an Educational Health Care Plan (ECHP) is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

All adults accompanying children on visits must have an up-to-date DBS check or, on an occasional and ad hoc basis, be accompanied at all times by a DBS checked member of staff. The visit leader, admin officer and Headteachers will organise the volunteer helpers, checking their DBS status and availability; volunteers with a valid DBS should be prioritised over those without.

## **Preparation**

Once an off-site visit has been decided on, the school diary should be checked to make sure there are no clashes with other events already booked; a provisional date should be added in, in case there are clashes with the providers availability.

If the off-site visit requires transport, detailed planning must begin. The school admin officer must ring and book the venue, providing alternate dates. Once booked with the venue, the date, address, telephone number and number of pupils and adults attending must be provided to the coach company. Once this is done, a coach can be booked. Costing for the trip, including all entrance fees, transportation and other costs will then be calculated by the school admin officer prior to approval from Head Teacher. The total cost of the trip will then be divided by the number of pupils participating. A donation of that amount will be requested.

## Seeking Parental Consent

Consent is sought from parents/carers at the beginning of each Academic year, in a blanket consent form for trips / visits, not involving transport, around the local area during the school day. Additional consent will be requested for activities that involve travelling a longer distance using transport or when trips / visits occur outside of the normal school day.

A letter outlining the purpose of the trip and the activities planned should be sent to parents to ensure they are fully aware of what their child is doing, ensuring informed consent; this should include any likely risks of the visit and their management.

Parent permission slips for visits requiring transport must be sent out in advance and returned signed by the parent or carer. If a physically disabled child is going on the visit, then additional arrangements need to be made which should be included on the Risk Assessment.

Once the details of the visit have been confirmed and approved then a letter to parents needs to be drafted by the visit leader or Office Administrator. The Head Teacher or Assistant Headteachers should check this. The letter should include details of:

- Purpose
- Venue
- Date
- Departure and arrival times
- Summary of activities
- Any likely risks and their management
- What to wear
- What to take
- Packed lunches
- Cost, including a statement about voluntary contributions
- Reminder for parents to update any medical details
- A permission slip for parents to return if required.

NB Parents and adult helpers are not charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.

All slips and monies returned should be sent to the school office. The Office Administrator will keep a record of slips and monies returned to school and will liaise with the class teacher to follow up any permission slips not returned if needed.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage. Every effort is made to collect the voluntary contributions, but no child should be left at school because their family cannot contribute. Pupils receiving Pupil Premium Funding will pay a reduced contribution.

### **Itinerary**

A detailed itinerary needs to be planned for the whole visit. This should include:

- Times
- Places, with phone number in case of emergency, details of disabled facilities and access if appropriate
- Activities
- Groups and their leaders/ supporting adults
- Supervision

### **What to take:**

- First aid kit
- Any medication specific children need, for example for asthma
- Emergency contact list
- Signed Risk assessment
- Visit Checklist
- Any resources or equipment needed
- School packed lunches for those who request them

### **Costs**

The amount the children contribute needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers.

The costing of off-site activities should include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance (should this be applicable)
- Provision of special resources or equipment;
- Costs related to adult helpers
- Any refreshments the school has opted to pay for.

### **Voluntary Help**

At Westover Primary School we are aware that many educational visits could not take place without the goodwill of our volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent. The visit leader and class teachers are responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role. Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible. All volunteers should have read the 'Parent Helper Protocol' document prior to the trip and safety briefing.

### **Uniform**

Children should be wearing school uniform during off-site visits as this makes it easier to identify children. However, if the visit is likely to involve a lot of outdoor activities, for example, to the beach or woods, then a request that parents send their children in suitable clothing and footwear should be included.

### **Safety**

The safety of children is paramount during all off-site visits and should remain at the forefront of all teachers and volunteers on the trip. It is the responsibility of all teachers and adults to ensure that:

- Children must be supervised by an adult at all times, including lunch times.
- Supervising adults must be given a written list of the pupils in their care.
- A suitable place for lunch and toilet facilities needs to be considered and planned

- Staff must assess any potentially hazardous situations before the visit takes place, for example children's playgrounds
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, how and who to muster in the event of an emergency, the aims of the visit, and exactly what their roles and duties are
- Consideration will be given by the visit leader as to whether high visibility jackets need to be worn by all or some of the pupils
- Children with specific medical needs should be identified to the visit leader by the class teacher and will be placed with a group leader who is able to administer any medication – this must be a staff member
- All class trips and visits will be accompanied by at least one adult who holds a current Paediatric First Aid Certificate
- One member of staff will take responsibility for First Aid on each trip.
- Where classes are split across more than one vehicle, an adult travelling with individual children must carry their medicine and be able to administer it.
- If a minibus is being borrowed or hired, the driver must have passed an appropriate driving test.
- Where pupils might participate in learning activities near or in water, such as a walk along a seashore or riverbank, pond dipping etc then the establishment being visited risk assessment must be used. Staff should be provided with this guidance before the trip.
- Ensure a school camera is charged and packed and that consent to photograph children has been obtained. Personal cameras or Smartphones must not be used.

### **Data Protection**

Westover Primary School is committed to following all GDPR rules and regulations. We will be required to ensure that we have all the relevant medical information for residential trips. The only persons who will have access to this information is the Visit Leader and Headteacher/EVC back at school. These documents will be kept in accordance with GDPR and then disposed of confidentially when appropriate. Please see an example Medical Form in the appendices.

### **Emergency procedures**

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent

medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If taking public transport and a child is left on the train/bus, they are to get off at the next station/stop and wait
- Speak only to adults in uniform, eg. Police, wardens etc. but under no circumstances go with them.

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 15 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and they will maintain regular contact with the school. The remaining staff and adult helpers will return to school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are integral part of the child's

education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Where behaviour has proven to be particularly challenging there is a separate risk assessment that the Class Teacher/ Visit leader will complete alongside a member of the Senior Leadership Team. This will include the risks and management of these to ensure the safety of all staff, pupils and community members involved. This is a document that will be shared with the relevant parents or carers, should a pupil require one. Should want to see it, please request this through a member of the Senior Leadership Team.

### **Registration**

On the day of the school visit, the register is taken as usual on arrival at school. Off-site visits should begin no earlier than 9.10am to allow children to be registered, toileted and give time for any late pupils to arrive. A copy of the register is carried by the visit leader. If a class of children is split across more than one coach or vehicle, the class teacher will keep a list of where each child is, ensuring that where a child has identified medical needs any medication is carried and can be administered by an accompanying adult. Each vehicle should have at least one staff member present. The visit leader is responsible for ensuring registers are checked regularly throughout the duration of the visit. In particular, the visit leader will check that this has been done immediately prior to departing school and the visit location.

### **Return, post visit and evaluation**

The school Office should be informed of any delay on the expected arrival time and the Head Teacher should be informed immediately when the pupils' return.

Once everyone has returned to school, a debrief should take place; ensuring that all registers are collected and all staff thanked appropriately.

It is good practice for the Visit Leader, on return from a visit, to review the visit with the EVC and/or Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. It is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Serious incidents must be notified to RIDDOR (HSE's "Reporting of injuries, Disease and Dangerous Occurrences Regulation 1995"), and to the Local Authority using the procedures and standard forms.

After any major accident, the school will undertake a review of the incident and their emergency procedures and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence.

## Appendix 1: Risk Assessment Template

### Site / Group / Activity Specific Risk Assessment and Risk Management Record

Establishment:

Leader:

Location:

Other staff:

Group size:

Ratio:

Benefits (aims, objectives, intended outcomes...)

Who might be at risk? (Tick as appropriate)

- 
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Participants \_\_ Staff \_\_ Volunteer Adults \_\_ Others (specify) \_\_\_\_\_

Identifying the Hazards – Assessing the Risk	Control Measures – Reducing the Risk	Risk Rating Outcome (H/M/L)
Site and its environment •	• •	
Group / special needs/ safeguarding • •	• •	
Down time (time spent out of structured activity), overnight supervision and time in accommodation (where applicable) •	• •	
Leader and activity arrangements • •	• •	
Transport •	•	
First aid arrangements •	•	



## Appendix 2: Medical Form

### Personal Details of Participant

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Mobile (if applicable) \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_\_ Male / Female (delete as appropriate)

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Emergency contact must be contactable for the duration of the visit / activities

Emergency Contact – 1) Name: \_\_\_\_\_ Number: \_\_\_\_\_

Emergency Contact – 2) Name: \_\_\_\_\_ Number: \_\_\_\_\_

Any special dietary requirements? \_\_\_\_\_

### Medical Information

Name and address of participant's Doctor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ NHS Number (if known): \_\_\_\_\_

**Has the participant had or have any of the following?** *Where 'YES', please give specific details overleaf.*

Asthma or bronchitis	Yes	No	Allergies to any know medication	Yes	No
Heart condition		Yes	No	Other allergies (material, food, animal, plasters)	Yes No
Fits, fainting or blackouts	Yes	No	Other illness, disability or special needs	Yes	No
Severe headaches	Yes	No	Travel sickness	Yes	No
Diabetes	Yes	No	Sleepwalking	Yes	No
Regular medication	Yes	No	If a residential, overnight care considerations	Yes	No

### Is the participant receiving:

Support and/or treatment for mental health from their counsellor or Doctor?	Yes	No
Medical or surgical treatment of any kind from their Doctor or hospital?	Yes	No
Has the participant been given specific medical advice to follow in emergencies?	Yes	No

***If the answer to any of these questions is Yes, please give details overleaf (including name, dosage of any medicines)***

If it is considered necessary, do you consent to mild painkillers (Paracetamol) being administered? Yes No

If it is considered necessary, do you consent to hypo-allergenic sun screen being provided? Yes No

Has the participant received vaccination against Tetanus in the last 10 years? Yes No

### Consent for programmed water sports and water related activities

*(e.g. kayak, canoe, sail, windsurf, rafting, etc., or activities involving water e.g. caving, gorge walking)*

Please tick **ONE** of the boxes below to confirm the water confidence and swimming capability of the participant.

Ticking either box **confirms your consent** to your child undertaking water activities within the programme provided.

This information will be passed to the Activities Provider to support any appropriate adjustments for inclusive participation.

A) My child and or I am water confident and can swim (including can submerge head without becoming distressed).

B) My child and or I am a non-swimmer and/or may be nervous in and around water.

NB: If the planned water activities require a specific swim distance and or competence to take part, then this should be clearly communicated to the participants and or parent/guardian to gain this information. **If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space overleaf.**

**Additional Medical, Support Needs Information for the planned visit:** (Add additional sheets if required).

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**Consent for the Visit**

I confirm that I have parental responsibility for \_\_\_\_\_

He/she is in good health and I consent to him/her taking part in **ALL** activities set out in the visit information.  
*(Any variation to this should be noted overleaf or above).*

I am aware that the travel insurance synopsis is available for viewing in school / the Establishment.  
In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics. In the event of any change to these details, illness or medical treatment occurring after the return of this form and prior to the activity, I will undertake to inform the group leader. I accept that, by their nature, adventure activities and educational visits may involve some level of risk which cannot be fully eliminated, and I consent to my child taking part.

\_\_\_\_\_ Print name here: \_\_\_\_\_

Signed by person with parental responsibility for participants under 18 years of age.

\_\_\_\_\_ Print name here: \_\_\_\_\_

Signed by participant if aged 18yrs and over.

Date: \_\_\_\_\_

**Image Consent - Note to visit leaders** - Consent must be obtained if you intend to use images of identifiable young people and adults. Schools should already have Image Consent in place as part of their enrolment procedures. All other HCC groups - Photography, video and multimedia consent can be obtained by an additional form found on this webpage- <https://hants.sharepoint.com/sites/CESC/SitePages/Guidance-and-consent-forms.aspx?web=1>

**GDPR Statement**

By signing this form, I confirm my agreement to School / Establishment processing my / my child's personal data for the purpose of supervising and supporting my child on an educational visit. We do this to meet our professional responsibilities to look after you / your child.

This data may be shared with outdoor providers, doctors and other professionals to help us keep you / your child safe.

This data will be retained for one year, other than in the event of an accident/ incident, in line with HCC / School Retention Policy.

You have some legal rights in respect of the personal information we collect from you.

Please see our website Data Protection page for further details: [www.hants.gov.uk/dataprotection](http://www.hants.gov.uk/dataprotection)

## Appendix 3: School Outings Booking Form

### School Outings Booking Form

- Parts 1 and 2 must be completed for all visits
- Part 3 must be completed for residential visits, overseas visits and visits involving adventurous activities.

The group leader should submit this form, when completed, to the head and EVC at least six weeks before the proposed visit. For most visits approval in principle will already be in place and the head / EVC will be kept updated about the progress of preparations.

When approval is given, one copy of the form should be retained by the Head or EVC and another by the group leader. The Head or EVC should be informed of any subsequent changes in planning, organisation or staffing. If required, the Head should seek approval from the school governors.

<b>PART 1 – THE VISIT</b>	
Visit leader – Class/Group -	
<b>1.1 The purpose of the visit and specific educational objectives:</b>	
<b>1.2 Places to be visited:</b>	
<b>1.3 Dates and times:</b>	
Date of departure:	Time:
Date of return:	Time:
<b>1.4 Transport arrangements.</b>	
<b>1.5 Proposed cost and financial arrangements</b>	
<b>1.6 Facility to be visited:</b>	
Name:	
Address:	
Telephone No.:	

<b>Name of facility contact person:</b>		
<b>1.7 Details of the programme of activities:</b>		
<b>1.8 Previsit</b>		
<b>Has a previsit been conducted? (Highlight one)</b>	<b>Yes</b>	<b>No</b>
<b>If no, has a previsit been arranged? (Highlight one)</b>	<b>Yes</b>	<b>No</b>
<b>Details of previsit:</b>		
<b>PART 2 – THE PARTY</b>		
<b>2.1 Size and composition of the group:</b>		
<b>Class/Group:</b>		
<b>Number of boys:</b>	<b>Number of girls:</b>	
<b>Adult to pupil ratio:</b>	<b>Leader/participant ratio:</b>	
<b>Name of students with special educational or medical/dietary needs:</b>		
<b>2.2 Accompanying school staff (please indicate people having responsibility for First Aid and first aid qualifications):</b>		
<b>Name:</b>	<b>Experience, qualifications:</b>	<b>Responsibilities during visit:</b>
<b>2.3 Accompanying other adult supervisors:</b>		
<b>Name:</b>	<b>Experience, qualifications:</b>	<b>Responsibilities during visit:</b>

<b>PART 3 – TO BE COMPLETED FOR RESIDENTIAL VISITS, OVERSEAS VISITS AND VISITS INVOLVING ADVENTUROUS ACTIVITIES</b>
<b>3.1 Accommodation to be used:</b>
<b>Name:</b> <b>Address:</b> <b>Telephone No.:</b> <b>Name of Site Manager:</b>
<b>3.3 Details of activities (enclose copies of risk assessments):</b>
<b>Description of activities:</b> <b>Who completed risk assessments:</b>

<b>Part 4 – Request for Approval</b>	
Group Leader's request approval for the visit on the basis on the information given.	
Signature	Position
Full name (print)	Date

<b>Part 5 – Approval</b>	
<p>I have studied this application and am satisfied with all aspects of the visit, including its planning, organisation and staffing. Approval is given.</p> <p>a) Please ensure that I have all the relevant information, including final list of group members, details of parental consent and a detailed itinerary, at least seven days before the visit is due to take place;</p> <p>b) Your evaluation of the visit, especially details of incidents should be with me as soon as possible but not later than 14 days after the party returns.</p>	
<b>Signed by Headteacher, or Educational Visits Coordinator on behalf of the Headteacher:</b>	
Signature	Position
Full name (print)	Date

## Appendix 4: Westover Primary School – Emergency Planning Aide

Roles and responsibilities - educational visit coordinator

### 1 Contact details - other organisations

Organisation	Contact details	Notes
Police	Tel: 999 (24 hour) Tel: 101 (24 hour, non-emergency number)	
Fire & rescue service	Tel: 999 (24 hour)	
Ambulance service	Tel: 999 (24 hour)	
National Health Service	Tel: 111 (24 hour)	
Department for Education	Tel: 0370 000 2288 (office hours, general enquiries)	
Foreign & Commonwealth Office	Tel: 0207 008 1500 (24 hour, consular assistance)	If abroad, please dial: +44207 008 1500
Environment Agency	Tel: 0845 988 1188 (24 hour, floodline)	
Met Office	Tel: 0370 900 0100 (24 hour, weather desk)	
Health and Safety Executive	Tel: 0845 300 9923 (office hours, incident contact centre) Tel: 0151 922 9235 (24 hour, duty officer) Tel: 0151 922 1221 (24 hour, duty press officer)	
Teacher Support Network	England: 08000 562 561 (24 hour) Wales: 08000 855 088 (24 hour) Scotland: 0800 564 2270 (24 hour)	The Teacher Support Network can provide practical and emotional support to staff in the education sector and their families.
Insurance company		

Trade union		
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## ACTIVATION

### 2 Notification of incident

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Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- + **Maintain a written record of your actions using this form and a log book. You may wish to record any new contact details in section 1.**
- + **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- + **Find out what has happened. Obtain as clear a picture as you can.**
- + **Discuss with the informant what action needs to be taken and by whom.**

Name of informant:

.....

Contact details of informant:

.....

Date and time of call:

.....

Date and time of incident:

.....

Exact location of incident:

.....

.....

.....

Details of incident:

.....

.....

.....

Where is the informant now and where are they going?

.....

.....

.....

People affected (including names, injuries, where they are, where they are being taken to):

.....

.....

.....

What arrangements are in place for people not directly involved in the incident?

.....

.....

.....

What advice have the emergency services given?

.....

.....

.....

Who has been informed?

- Headteacher
- School staff
- Governors
- Pupils
- Parents / carers
- Extended services

- Police
- Fire & Rescue Service
- Ambulance Service
- Local authority
- Health and Safety Executive
- Foreign & Commonwealth Office
- Media
- Insurance company
- Trade union

Does anyone else need to be informed?

.....

.....

.....

Are any other actions required?

.....

.....

.....

**+ If the incident happened on an educational visit please ask the questions below. You might already have these details but it could be useful to seek confirmation.**

Name of educational visit leader:

Number of staff on educational visit:

.....

Nature of educational visit:

Location of educational visit:

.....

Number of pupils on educational visit:

.....

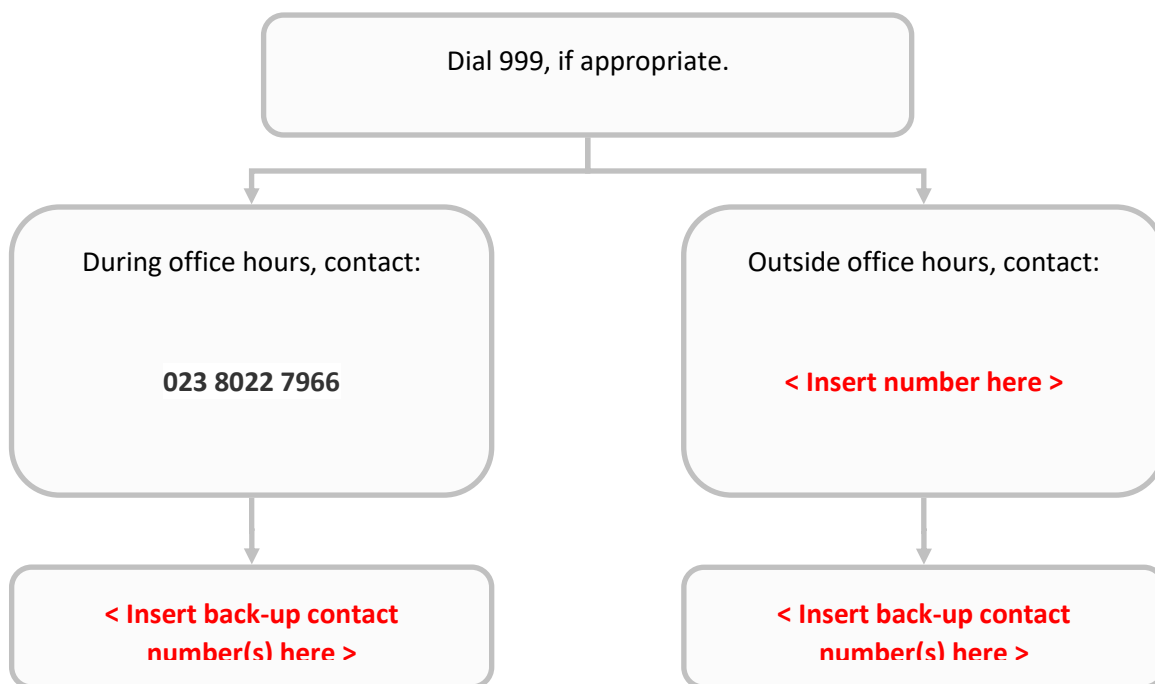
### 3- Initial action

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Immediately inform the headteacher or nominated emergency contact. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below.

- + **Assess the situation and establish a basic overview of the incident.**
- + **Take immediate action to safeguard pupils, staff and visitors.**
- + **Attend to any casualties and administer first aid, if appropriate**
- + **If appropriate, dial 999 for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.**

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.



These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

- + **Fetch any equipment that may prove useful (e.g. first aid kit, grab bag).**
- + **Log all communications and actions.**
- + **Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.**
- + **Refer to the list of emergency contact numbers for additional support if required.**
- + **Where possible, avoid closing the school and try to maintain normal routines.**

## ROLES AND RESPONSIBILITIES

### 4- Roles and responsibilities - co-ordination

Ref	Co-ordination - initial response	Tick / sign / time
C1	Establish a basic overview of the incident.	
C2	<p>If the incident has occurred on an educational visit:</p> <ul style="list-style-type: none"> <li>▪ Liaise with the educational visit leader on a regular basis</li> <li>▪ Consider sending extra staff to support the educational visit leader</li> <li>▪ Discuss with the educational visit leader the arrangements for notifying parents / carers</li> <li>▪ Consider how parents / carers and pupils will be reunited.</li> </ul>	
C3	<p>Wherever possible, assign members of staff to relevant School Emergency Management Team (SEMT) roles:</p> <ul style="list-style-type: none"> <li>▪ Business continuity</li> <li>▪ Communications</li> <li>▪ Log-keeping</li> <li>▪ Media management</li> <li>▪ Resources</li> <li>▪ Welfare.</li> </ul>	
C4	<p>Remember to:</p> <ul style="list-style-type: none"> <li>▪ Allocate tasks amongst the SEMT</li> <li>▪ Ensure that staff are clear about their designated responsibilities</li> <li>▪ Establish the location and frequency of SEMT / staff briefings</li> <li>▪ Ask staff to maintain a log of actions made and decisions taken</li> <li>▪ Assign a log-keeper to provide administrative / secretarial support.</li> </ul>	
C5	Inform all other staff of the incident. Ensure staff are briefed (and given tasks) on a regular basis.	
C6	Take action to protect property.	
C7	Work closely with other organisations (e.g. emergency services, local authority) as required. Provide accurate and factual information to those arriving on-scene.	

C8	Ascertain the whereabouts of all pupils, staff and visitors (using timetables, registers and visitor books may help). Ensure the emergency services are aware of anyone who is unaccounted for.	
C9	Inform governors as appropriate.	
C10	Decide the most appropriate method of contacting relatives of pupils / staff affected by the incident. If the matter is very serious (such as a fatality) liaise with the Police about informing next of kin.	

## 5- Roles and responsibilities - communications

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Please refer to appendix 6 for more information on communication arrangements.

Ref	Communications - initial response	Tick / sign / time
CO1	Dedicate telephone lines for incoming and outgoing calls. Arrange extra support at reception if necessary.	
CO2	Record a new message on the school answer phone if appropriate. Consider setting it to 'answer only' mode.	
CO3	Support staff with any communication needs they may have.	
CO4	Inform those involved in the response of any communication difficulties (e.g. poor mobile signal in the area).	

Ref	Communications - ongoing response	Tick / sign / time
CO5	Ensure regular information is provided to: <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Parents / carers</li> <li>▪ Governors</li> <li>▪ Extended services.</li> </ul>	
CO6	Consider the most effective arrangements for contacting pupils and parents / carers (please refer to appendix 6). Ensure that records of calls made to parents / carers are maintained.	

CO7	Liaise with the 'media management' role about contacting local radio stations.	
CO8	Update the school answer phone on a regular basis.	
CO9	Liaise with the 'co-ordination' role in sending a letter home to parents / carers. This could include information on: <ul style="list-style-type: none"> <li>▪ What has happened</li> <li>▪ How their child was involved</li> <li>▪ The actions taken to support those involved</li> <li>▪ Who to contact if they have any concerns or queries.</li> </ul>	
CO10	In the event of a major emergency, seek support from the local authority; they may be able to establish a helpline for enquiries from the public.	

## 6 Roles and responsibilities - educational visit leader

Ref	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	

E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> <li>▪ Contact details</li> <li>▪ Consent forms (including medical and next-of-kin details)</li> <li>▪ Maps</li> <li>▪ Tickets</li> <li>▪ Insurance policies</li> <li>▪ Proof of identity</li> <li>▪ Passports (if abroad).</li> </ul>	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> <li>▪ Records of expenditure</li> <li>▪ Medical certificates / hospital admission forms</li> <li>▪ Police incident number.</li> </ul>	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	

E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	
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Ref	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	



## **Appendix 5: Protocol for Volunteer/ Helpers in School**

### **Protocol for Volunteer/ Helpers in School**

We believe that parents and carers can add enormous value to children's learning opportunities. This is why we encourage parents and other adults to help the school in a variety of ways. Our policy is to ensure that our pupils benefit from as much help and support as possible while being ensured of the safety and security of the children in our care.

#### **Aims:**

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with pupils' learning to raise standards of achievement and promote community cohesion.

#### **Volunteer helpers are:**

- Parents or other adults working alongside teachers and support staff.

#### **Volunteer helpers support the school in a number of ways:**

- Supporting individual pupils within classrooms.
- Hearing children read.
- Helping with classroom organisation.
- Helping with supervision of pupils on school trips.
- Helping with group work.
- Helping with art or other practical subjects (i.e. cooking etc).

#### **Volunteer helpers are not allowed to do the following activities:**

- Take responsibility for all or some of the class.
- Supervise pupils changing.
- Supervise pupils engaged in PE or other specialist activities.
- Take pupils off the school site without a teacher in charge.
- The responsibility for the health and welfare of the student's remains with the teacher at all times.

### **Signing In**



When any helper arrives in the school they must sign in at the main reception and collect a visitors' badge, which must be worn at all times. The reception staff will note which class the parent/ helper will be visiting or which class trip they are accompanying. Volunteers must also remember to sign out and state the time when they are leaving site.

### **Safeguarding Checks**

Volunteers who are supervised at a reasonable level are no longer eligible for a Disclosure Barring Service check as they are not undertaking regulated activity. A risk assessment will still need to be undertaken at the school to assess the level at which the volunteer is working. This should then determine the level of supervision they feel is sufficient to provide reasonable assurance for the protection of children concerned, and to ensure this is on-going, regardless of the length of time the worker has been doing the activity. For example, a reading mentor works away from the classroom and is unsupervised, they would be eligible for a barred list check as part of the regulated activity.

If a parent has had any criminal convictions or allegations made against them, these must be disclosed to the Headteacher prior to volunteering in the school. This will be dealt with in strictest confidence. The Headteacher has the authority not to accept the help of volunteers if he/she believe that it is not in the best interests of the students. Application forms for the disclosure barring service are available from our School Business Manager, Mrs Hattersley.

### **Other examples of volunteers not requiring a barring check**

Volunteers or parents who accompany staff and students on one-off outings or trips that do not involve overnight stays. Those who help out with specific events e.g. Christmas fayre, Parents in for special school days etc., who do not have unsupervised access to pupils.

### **Confidentiality**

We recognise that for staff and parents of other pupils to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers will be asked to sign a copy of the 'Protocol for Volunteer/ Helpers In School,' (see attached) a copy which will be kept in school.

### **Monitoring and review**



The day-to-day monitoring of this policy is the responsibility of the Headteacher and the Senior Leadership Team. The Headteacher will report to governors on a regular basis the number of parent volunteers in school summarising their value and impact in supporting pupils' learning.

## **PROTOCOL FOR VOLUNTEER/ HELPERS IN SCHOOL**

Please read and sign the document below to confirm your agreement to the school's expectations as a volunteer helper:

### **As a school we agree to:**

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the pupils.
- Share the school behaviour and values policy with you to help you understand how we manage behaviour.
- Ensure that the pupils you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the pupils you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

### **We agree not to ask you to:**

Deal with difficult or challenging behaviour.

Carry out a task, which you feel uncomfortable.

**Headteacher/ Class Teacher:** ..... **(Print Name)**

**Signed:** ..... **Date:** .....

### **I agree to:**

- Adhere to the school behaviour policy and respect the school's values and inform the teacher **first** if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come in that day.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper.
- Not look at or compare children's work, records or staff records.
- Not share any information about a child or member of staff with anyone outside the school.



- Not take any photographs, unless I have permission.

**Volunteer Helper:** ..... **(Print Name)**

**Signed:** ..... **Date:** .....