



‘Old Heath is a safe place for your child
to learn, achieve and enjoy success.’

EDUCATIONAL VISITS POLICY

Based on Essex Outdoors/Juniper Model Policy 2021 with the National Guidance
of Outdoor Education Advisors Panel (OEAP)

FEBRUARY 2025

‘TRY OUR BEST, THINK OF OTHERS,
TELL THE TRUTH & SHOW RESPECT’

Establishment type	<i>LA Maintained Primary School</i>
Name of establishment	<i>Old Heath Community Primary School</i>
Who is employer	<i>Local Authority / Governing Body</i>
Responsibility for offsite visits (possibly EVC, or deputy head)	<i>Headteacher/EVC ~ Amanda Mitchelson</i>
Date Trained	<i>Originally 2005, updated every three years, last update June 2023</i>
Policy agreed	<i>February 2023 reviewed March 2024: including updated examples of Risk Assessments, reviewed February 2025 ~updated with Kingswood/PGL situation</i>
Signed off by	<i>Mrs Emilie Askew, Chair of GB</i>
To be reviewed	<i>Annually or ECC/EVOLVE/JUNIPER Update</i>
Other Policies Related	<i>Child Protection, Charging & Remissions, Health and Safety DfE H&S advice on legal duties & powers December 2012</i>
Other Paperwork Attached (appendix)	<i>Examples of: Critical Incident Template RA Template for local visits in walking in distance RA for Sports Fixtures ~ Fencing Competition Separate document containing examples of RA for Forest School Activity (Risk/Benefit) RAs for Residential Trips covering coach, accommodation and coastal.</i>
www.oeapng.info	3.2c-Charges-for-off-site-activity-final 4.4h-Preliminary-visits-and-provider-assurances 4.3d-Parental-Consent 3.3e-Visit-Leader-Check-List 4.3g Risk Management 4.3d-Parental-Consent 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars 1a-Critical-Incident-Management-Employer

‘Life is not a problem to be solved but a reality to be explored’

Soren Kierkegaard
Danish Philosopher 1813-1855

The benefits of outdoor education are far too important to forfeit, and by far outweigh the risks of an accident occurring. If teachers follow recognised safety procedures and guidance, they have nothing to fear from the law.

David Bell, Former Chief Inspector of Schools, 2004

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Appendices:

Emergency Planning for Critical Incidences

Template RA for Local Visits in Walking Distance

Example of RA for Sports Fixtures

Appendices in Separate Attachment:

RA examples for Residential & Adventurous Activities

RA examples for Forest School

Young people of all ages benefit from real life 'hands on' experiences; when they can see, hear, touch and explore the world around them and have opportunities to experience challenge and adventure.

Council for Learning Outside the Classroom website

1 Introduction

The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any staff member of Old Heath Community Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for the various roles e.g. Governor / Head / EVC / Visit Leader / etc.)*
www.oeapng.info/
- The remaining parts should be referred to as and when guidance is sought.

FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.

2 Rationale for Educational Visits:

Day Visits in the School Day

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Old Heath Community Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

Residentials

Traditionally Old Heath Community Primary School offered a weekend residential to Y6 children but since 2016 we have been working to create residential visits for a range of ages. In true 'brilliant residential' style we will be establishing a pattern of three residentials over a school year for Year 4 to Year 6:

Our three residentials programme for Y4, Y5 & Y6 restarted in February 2022 (after Covid) as the Year 4 went to Kingswood West Runton, in May the Year 5 had a long weekend at Kingswood Grosvenor Hall in their 'Adventure Lodges' ~ 'glamping style tents!' In June the Year 6 travelled to North Yorkshire to stay at the YHA in Helmsley for school week, i.e. Monday to Friday; with a variety of activities based locally in Helmsley, Dalby Forest & Whitby. This is hopefully a residential pattern we can maintain for the near future. In January 2025, the Kingswood Learning Group went into administration; this has affected our usual trip to Kingswood West Runton. This centre has now closed completely and our trip in February has now been moved to Overstrand Hall, which has been purchased by the PGL group and the staff kept on. Despite the very quick turnaround situation the HT has completed a site visit, meeting up with the manager at Overstrand Hall to

ensure all is in place for our February trip! Our Y5 residential to Grosvenor Hall is in place as PGL have bought this site to add to their portfolio of residential/adventurous sites.

What is it about the residential experience that leads to improved outcomes?

‘Brilliant Residential’ research 2014 by the Paul Hamlyn Trust

The evaluation has begun to identify key aspects of the residential experience that make a difference to participants and achieve positive outcomes:

- 1. Residentials are a Leveller:** residentials provide a new space and context where participants are equal and existing barriers and hierarchies can be broken down. The residential context allows students to see different qualities in each other, which impacts on their interpersonal relationships, both on the residential and back in school.
- 2. Time, Space and Intensity of the Residential Experience:** is key to developing relationships and learning opportunities. Participants are away from home for an extended period of time, away from their usual routines and distractions that provides opportunities for them to be immersed in learning and to develop relationships. Unstructured time provides opportunities for discussion and self-reflection and more informal learning.
- 3. Developing a Learning Away Community:** residentials allow participants to create a new community away from their normal distractions and gives them time and space to address their goals (both personal and learning related) within a supportive environment. Residentials help to develop a sense of responsibility and maturity: participants are responsible for themselves and others helping to promote self-reliance and teamwork.
- 3. The Memorability of the Residential Experience:** the shared memories of participants helped to maintain the sense of community developed on the residential back in school and also to sustain the positive impacts seen on the residential.
- 4. Providing an Opportunity to Experience Success:** in a range of practical and physical challenges impacting on confidence, self-belief and attitude to learning, both on the residential and back in the classroom. Success in activities was linked to success in the subject and these memories were interlinked when students returned to school.
- 5. New Ways of Learning:** residential learning provides a context and model for students and teachers to explore new ways of teaching and learning and provides experiential and context-based learning which helps to develop students’ understanding and knowledge facilitating their engagement with, and progress in, learning. Residentials provide important opportunities for students to revisit and build on their learning experiences from one day to the next.

3 Visits and Curriculum Links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there are a variety of activities which may be arranged, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

English – theatre visits, visits by authors, poets and theatre groups;
 Science – use of the school grounds, visits to local woods and parks;
 Mathematics – use of shape and number trails in the local environment;
 History – castle visits, study of local housing patterns, museums;
 Geography – use of the locality for fieldwork, field work further away
 Art and design – art gallery visits, use of the locality;
 PE – range of sporting fixtures, extra-curricular activities;
 Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
 Design and technology – work with local secondary schools;
 ICT – its use in local shops/libraries/secondary schools etc;
 RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

4 Gaining approval for a trip

Governors

As part of their responsibility for the general conduct for the school, the Governing Body have adopted this policy for the effective and safe management of educational visits. The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits. The Governors have adopted a Charging and Remissions Policy May 2022.

The Headteacher/EVC:

- is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- should ensure the suitability of all staff appointed to the visit.
- should ensure that the visit leader fully understands his/her responsibilities.
- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process 'EVOLVE' is used to log, audit, approve the following:

	offered by the school	formal approval by		
Overseas	yes/no	EVC	Head	Evolve
Residential & Adventurous: PGL Y4 & Y5 all led by provider YHA Helmsley Y6: HT/EVC led with providers:	yes/æ	EVC	Head	Evolve
Local approved ie class walk, cycle training etc	yes/æ	EVC	Head	Evolve

5 Choosing a Provider

After considering the reasons for the visit, the visit leader should check out the provider.

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6 Parental Consent

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note where consent is NOT required:

Parental consent to off-site activities.

Written consent from parents is not required for pupils to take part in the majority of offsite 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.

At Old Heath Community Primary School all trips that involve a voluntary contribution and transport we do expect parents to return a permission slip. In that way we are ensuring that all parents have received and are aware of the arrangements for that trip. If the class is undertaking a local walk ~ habitats/land use/walk to Tesco's etc, parents are notified as per the National Guidance.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfef20consent20form.doc>

7 Visits and Staffing

Complete Visit leader checklist : www.oeapng.info 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management.

HT/EVC has the up to date templates used by Old Heath Community Primary School, based on Essex Outdoors RA. HT/EVC will work with staff to ensure all elements of 'risk v benefit' are included. Examples of previous complete RA for actual school trips/residentials/Forest School etc are contained in the Appendix.

Due to previous incidents on trips regarding parents and social media, the HT/EVC has taken the decision that all school trips will only be staffed by employed school staff, this ensures that all adults will be able to follow instructions, understand the various aspects of safeguarding and act professionally at all times.

The OEAP guidance gives the following ratios for staffing Y1-3 1:6, Y4-6 1:10/15. But it also acknowledged that the type of activity needs to be taken into account. For example 30 Y3 children

attending a controlled environment such as a coach journey directly to a museum or Mersea Outdoors where children are in small groups with instructors etc it would be appropriate to consider 1:8/10, taking into account behaviour/medical/SEN issues. Equally on our residential with Y4/5/6 we do not travel with less than 3 staff; groups at Kingswood are usually based on 15 plus an adult but having a third means that in case of illness either child/adult we have capacity to look after everyone. Usually residential providers only provide a free staff place with every 10 children.

8 The Visit (Day Trips)

On the day

Leave in the school office:

- an amended list of children present and going on visit ie current school register for that day. full list of staff and groups of children for which they are responsible the itinerary for the entire day ie attached to the RA as discussed with HT/EVC previously
- a copy of the written briefing notes for the escorts ~ will have been seen by HT/EVC prior to trip

From classroom

- ensure both staff and children are aware of expectations for the day. Particular note will have been made on RA with regard to individuals.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken and children with their group leader

Emergency Planning:

- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and school mobile phone.
- Copies of Emergency / Critical Incident cards/contacts given to all group leaders.

All info for the above will also be on the RA as discussed & signed off with HT/EVC before day of trip.

During the visit

Children are expected to remain with their group leader and group at all times

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

All staff should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving children in their care as soon as possible.

All staff must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

On return

Check all children off the coach and a member of staff must lead the class into school & their classroom where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or relative/child minder etc. A member of staff should check coach to ensure all children are off the coach, no belongings have been left on the coach and we have left the coach in a tidy state.

A teacher must remain with uncollected children until all parents have arrived and all children have departed. If coach return is an after normal school hours then the Headteacher or Deputy will be at the school or on the trip itself.

Local Visits

Teachers organising a local visit ie walking out in the local area will be expected to complete a template RA based on Essex/Evolve Outdoors RA covering aspects of: route, staffing & ratios, particular hazards on the route, general first aid, specific medical of the group (inhalers/Epipens etc) road crossing points and methods, weather conditions, contact numbers and emergency information etc. Please see appendices for template example

Sporting Events

At times we will transport children via parents, staff cars and taxi firms (minibus included). A 'Sport Fixture' Risk Assessment will be completed. Parents will be clearly informed as to whether the children are going in a registered taxi/minibus, a parent's car or with staff. No child will be on their own with a parent (unless own child) or in a taxi without a member of staff. This will mainly occur when we are just transporting one or two teams. Larger sporting activities ie Y2 to Garrison, KS2 to District Sports or Orienteering at Danbury Park will be organised via coach transport. Where we have to pay for transport we will use funding from Sport Premium.

Residential Visits

There is a 'Residential Folder' for each 'Residential Trip' that contains the following information with regard to the organisational and emergency actions:

- Register of Children
- Emergency Contact & Medical details for children
- Emergency contacts for all staff
- Contact details for all providers
- Critical Incident Plan
- Risk Assessments developed by Old Heath Community Primary School
- Provider's Risk Assessments ~ Kingswood 'Roped Activities'
- Accommodation Plan & Fire Lists
- Itinerary ~ travel arrangements and timing, timetable of activities if Kingswood, daily diary sheets if full week in YHA Helmsley etc
- Medical needs timetable ~ medication regimes if appropriate & forms

A 'sealed copy' of the basic emergency contacts, Critical Incident plan etc is also held by SBM/DHT & CoG whilst trip taking place, under the GDPR regulations (May 2018), it will be imperative that this pack of information, as it contains personal information needs to be returned to school to be shredded. HT/EVC will be responsible for this.

9 Financing

Day Trips within the school day

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Payment to be made via the Schools Comms Gateway system.

Residential Trips: overnights/weekends etc

- explain how the residential costs are made up, clearly state where we support outdoor adventurous activities through Sport Premium, subsidise coach costs through School Fund or application to the Old Heath Community Fund and that for families in receipt of Free School

Meals or Pupil Premium Grant are encouraged to talk to the HT/Residential organiser to discuss reduction in costs

A formal approval from the HT / School Finance Manager must be sought before deposits paid and coaches booked etc

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to Parental Consent : -
OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Insurance Provision

Teachers should be aware of the school provision for insurance. Our insurance is with Essex County Council

Copy schedule of School Insurance for off-site visits: Essex County Council / Gallagher Personal Accident & Travel Insurance Group Policy ~ Policy Number 0010626148 31/3/2023

11 Transport

Previously in this policy we have outline the basic provisions with regard to transport in a variety of cases ~ ie sporting etc.

Also see guidance from OEAP NG -

www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident' Z cards – With Emergency Telephone contacts and action plan should an incident happen. All emergency contacts etc should also be included on the Risk Assessment
- On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team. All residential trips should be evaluated via the EVOLVE system. Day trip evaluations will be discussed with HT/EVC with regard to any specific issues ie service from provider, experience for the children, adaptations to RA etc.

Amanda Mitchelson
Headteacher & EVC February 2025

OLD HEATH COMMUNITY PRIMARY SCHOOL

EMERGENCY PLANNING FOR CRITICAL INCIDENT

ON OFF-SITE VISIT ~ to be taken by lead teacher on trip and a copy to school office

EVENT DETAILS:

Place:

Children/Class:

Staff:

Contact Numbers:

Signed: Lead teacher _____ EVC _____

A critical incident is defined as 'when a member of an Essex County Council group has suffered a life threatening injury, fatality or is in peril, including being lost'

The Emergency Duty Team / Old Heath Community Primary School

Activation

In the event of an emergency on a school visit the proposed arrangement is outlined here:

INCIDENT OCCURS

Lead Teacher notifies:

School on 01206 794334 ~ Amanda/Helen/Sue/Jayne

other numbers if needed:

Amanda Mitchelson (HT) Own Mobile [REDACTED] / HT Mobile [REDACTED]

Tamora Flowers (FM) Mobile: [REDACTED]

Helen Ford (DH) Mobile: [REDACTED]

Chair of GB Emilie Askew: [REDACTED]

Amanda/Helen/Tamora (Jayne) rings:

ECC: SCF COMMUNICATIONS TEAM 01245 434745 / 03330 139 880 / 07717 867 525

Requesting LA help

OUT OF OFFICE HOURS – Central Control Contacts
The CIMT (Critical Incident Management Team)

The CIMT Activated:

- Establishes contact with **Amanda Mitchelson (HT) / Tamora Flowers (FM in office during school day & available more easily!)
Helen Ford DHT (in class) Emilie Askew (CoG)**
- Activates 'First Response Officers' as per contact list, to attend the school (e.g. Communications Experts, Public Relations and an LEA Team Co-ordinator.)

LEA Team Co-ordinator

- Puts Support Team Officers on Standby
- Attends site
- Mobilises Support Team Officers as required

Senior Officer

- Attends site to:
- Assist/advise Headteacher/ Nominee
 - Determines full needs
 - Takes action accordingly

Headteacher (or Nominee)

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team (if appropriate)

SCHOOL / ESTABLISHMENT CRITICAL INCIDENT PROCEDURES:

ACTION TO BE TAKEN BY THE LEADER / OTHER STAFF / INSTRUCTOR IN THE EVENT OF A CRITICAL INCIDENT

1. Assess the situation
2. Protect the party from further injury or danger
3. Administer First Aid
4. Call the emergency services (999) as appropriate
5. State the nature of the emergency
6. Give your name and address / location and telephone followed by:
 - nature of the incident
 - number of individuals involved
 - condition of those involved and where they are located.
7. Ensure an adult accompanies any casualties to hospital
8. Phone school emergency contact person

School

Tamora Flowers~ in school hours 01206 794334, out of school hours XXXXXXXXX
(numbers should be logged into Lead Teacher's mobile)

Helen Ford: Sch 01206 794334 / Mobile: XXXXXXXXX

Emilie Askew (CoG)~ XXXXXXXXXXXXX

Essex County Council 'Critical Incident Management Team'

SCF Communications Team 01245 434745 / 03330 139 880 / 07894 963 922
(Office Hours)

07717 867 525 (Out of Hours)

If unable to make contact with Press Office during out of hours ring
Emergency Planning Team 07767 298483

9. It is probable that both staff and participants will be in state of shock, therefore:
 - Remove the remainder of the party to secure accommodation and place under the care of a member of staff able to protect them from the attention of the press / media
 - If necessary, request the police to assist
 - Calm and comfort participants and arrange for their evacuation.
10. Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
11. Refer all media enquiries to the ECC Press Office ~ Tel 03330 132800

PROCEDURES FOR LEAD MANAGER OR STAFF RECEIVING NOTICE OF A CRITICAL INCIDENT.

1. Calm and reassure the caller and then take down the following details
 - Name & telephone number of the person making the call
 - Name of the group
 - Nature, date and time of incident
 - Details of injuries, hospital ~ has a staff member gone with injured to hospital? Who?
 - Are all party members accounted for
 - Names and telephones of those involved ~ all staff numbers on contact info
 - Action taken so far
 - Instruct that a log of all actions and conversations is kept

- Ask that anyone involved with the party give a short written account of the incident. (This will very much depend on the circumstances of the incident)
 - Telephone numbers for future communication.
For serious accidents where the media are involved try to identify alternative numbers at home and off site base. **It is not for the party leader, other staff members taking the message to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media / press.**
2. Reassure the caller that swift action will follow.
 3. Immediately notify a member of the Emergency Duty Service, see numbers above
 4. Keep a record of all communication, including times, dates and messages given and received.

PROCEDURES FOR THE SCHOOL & EMERGENCY DUTY SERVICE (EDS)

1. Emergency Duty Service should be provided with the following information:
 - Name & telephone number of the person making the call
 - Name of the group
 - Nature, date and time of incident
 - Details of injuries, hospital ~ has a staff member gone with injured to hospital? Who?
 - Are all party members accounted for
 - Names and telephones of those involved ~ all staff numbers on contact info
 - Action taken so far
 - Instruct that a written log of all actions and conversations is kept
 - Ask that anyone involved with the party give a short written account of the incident. (This will very much depend on the circumstances of the incident)
 - Telephone numbers for future communication. (Is there a fax?)
For serious accidents where the media are involved try to identify alternative numbers at home and off site base. **It is not for the party leader, other staff members taking the message to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media / press.**
2. The EDS should speak directly with the group leaders to determine the precise details of the incident and to determine the appropriate course of action to be taken by the group and by EDS (including informing the ECC Press Office via the SCF Communications Team). This could include sending an officer to the incident site.
3. Contact with the parents/guardians/relatives should be agreed with the party leader.
4. The EDS member will decide who else to inform eg Employer Cabinet Member (?)
5. Ensure Health & Safety Executive and Essex County Council Health and Safety have been informed where appropriate.
6. Decisions relating to the organisation of services to bring the group home may well be made by the EDS
7. The EDS member will collate and prepare a detailed report, arranging a visit to the site if necessary.

Old Heath Community Primary School, Colchester

RA for Local Walk: _____

EVC Amanda Mitchelson ~ contact number / School Number 01206 794334

Class Teacher & Leader ~ Mrs XXXXXXXX~ contact number (1)

Support Staff ~ Mrs A, Mr B, Mrs C(FA) (3) ~ *depending on location/year gp/ discussed with HT/EVC*

YX Children 14 M & 16 F

(Reviewed & adapted from EVOLVE generic 24/08/15)

Organisation of the walk:

Include: purpose, route/map ~ indicate crossing points etc

Hazard	Control Measure	Controlled?
Uneven Pavement ~ Slips trips falls	Children briefed to walk sensibly, keeping on the pavement in pairs. Eyes open for obstacles, not talking to the person behind you!!	Yes/No
RTA on Road Crossing Essex staff are not insured to stand in the middle of the road to cross children. We have no power to stop traffic.	Brief to warn of hazard. Pupils to stay in pre-arranged groups, which are supervised by an adult. Children organised into 'short lines' parallel to cross with an adult. Encourage 'clear left'/'clear right' checking ~ Adult to say when.	Yes/No
Poor behaviour of the group	Pupils briefed clearly about expectations and behaviour on the walk. Highlighted children to be with an adult. HT to be called if issues.	Yes/No
Abduction / Lost Children	Pupils are to stay in their allocated groups and be accompanied by an adult at all times. All remotely supervised work is completed in 'buddy pairs' if in specific area 'plant types are being zoned'	Yes/No
Slips trips falls at specific site ie extended working on the Wick	Brief about the appropriate footwear, the hazards and of the appropriate behaviour. The children will be working in small groups and each group will supervised by an adult at all times when we reach our working area.	Yes/No
Other members of the public, dogs etc	Children to be briefed re being approached. Dogs off leads, standing still not running etc. Discourage petting/stroking etc. Dog hair allergies etc	Yes/No
Weather aspects: Sun/heat Rain/ice	Clothing checked. Suncream etc could have been previously asked for by staff to parents.	Yes/No
First Aid & Medical: Accidents/illness	First Aid kit to be taken and a member of staff with basic first aid. Inhalers for X, Y and Z Allergy info for D, E, F	Yes/No
Personal Protection	Site with issues for drugs/needles/beer cans etc Adults: gloves etc	Yes/No
Other items specific to the walk/area/conditions	Brambles, nettles etc Water ~ river/pond/boggy areas Rubbish	Yes/No
Contact numbers, chain of 'contact' in an emergency	'z cards' CT to ring school, First Aid staff to deal with injury. Serious- 999 call, FA to deal initially with FA, CT to deal with safety/reassurance & removal of children. Ct to call school to inform. School handles Critical Incident from base, send extra staff to support as necessary: bring rest of children to school.	Yes/No

RISK ASSESSMENT: Y5/6 Fencing 2024: Wednesday 17th April 2024

4 children: [REDACTED] to Colchester Northern Gateway
 Leaving Old Heath at 12.15pm arrive TS approx 12.45pm
 Leaving CNG approx. 3pm arrive at OHCPS at 3.30pm

Possible Risk	Low/Med/High	Remedial Action
Travelling in AM car	Low	All children to wear seat belts. Clear expectations about behaviour on car. All children over 1.35cm, not needing booster seats
In the event of accident involving children/staff/car In event of being stuck in traffic relating to an accident/incident	Low	Critical Incident Plan to be used from School base ie JW/ST. Depending on car and where, possible evacuation of children to safe ground. Issue of weather. School to be notified. Parents depending on timing with school day etc.
Slips & Trips: moving from car to Colchester Northern Gateway, any pathway/ public area in the vicinity.	Low	Children to be supervised getting out of the car, escorted to the building via pathways in school car park Children reminded to walk. Awareness ~ looking where you are going etc to avoid collisions!
Toilets	Low	AM to supervise children as appropriate.
Asthma / Diabetes /other medical issues	Low	Emergency inhaler / medicine to be taken on trip. Asthma/Ventolin: [REDACTED]
Sports Hall	Low	Clear expectations of behaviour. Children to be supervised at all times, children should be walking and watching where they are going. Work within the Fencing guidelines given. RA sent by 'Little Musketeers' ~ who are running the event.
Individual issues	Low	1 chd [REDACTED], medicated on return to school. No allergies, No Epipens
First Aid / Sickness etc	Low	Travel sickness should be notified to staff. First Aid kit / sick bucket etc to be taken
Emergency Info: Stuck in traffic Accident / Illness		School has AM's number and AM has phone numbers on HT mobile. Contact if emergency in car.

Amanda's Personal: [REDACTED] + HT Mobile: [REDACTED] School No: 01206 794344