



Lord Lawson of
Beamish Academy

LORD LAWSON OF BEAMISH ACADEMY

EDUCATIONAL VISITS POLICY

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Revision: 001

Reviewed by Governing Body: November 2020

Date of next review: November 2023



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Aims

1. Provide a wide range of Educational Visits for the students of Lord Lawson of Beamish Academy, in order that they can have the opportunity to undergo experiences not available in the classroom.
2. Develop students' investigative skills, encourage independence and offer enjoyable and memorable experiences which can have a lasting impact on their personal and social development.
3. Enable all students to have equal access to Educational Visits.
4. Ensure that no student is denied the opportunity to participate in Educational Visits because of financial reasons.
5. Ensure the proper organisation and safe conduct of the wide range of visits which the school offers to our students.

Objectives

1. Produce clear guidelines for members of staff with regard to seeking approval for a visit, paperwork, Risk Assessment and Health and Safety.
2. Comply with DFE and LA guidelines regarding Educational Visits BUT to put into place more specific policies if those at LA and National level are too general (eg qualifications)
3. Provide each member of staff who is a 'Minibus Driver' with the school Minibus Policy
4. Periodically discuss Educational Visits on whole school INSET sessions in order to keep staff up-to-date with regard to new issues
5. Ensure relevant training is provided for members of staff who would like to lead 'Adventurous Activities'
6. Ensure all members of the school Senior Leadership Team (SLT) are familiar with the schools 'disaster management' processes, including procedures for dealing with parents and the media
7. Ensure there is a member of SLT who is in overall charge of advising staff on procedures associated with all Educational Visits (the EDUCATIONAL VISITS CO-ORDINATOR)
8. Ensure adequate insurance cover is provided for Educational Visits



9. Provide financial help for those students who are unable to contribute to the cost of an Educational Visit

This policy is largely contained within the booklet **EDUCATIONAL VISITS – INFORMATION FOR STAFF** – the points made below are supplementary to this information:

- Joe Didcocco (Deputy Principal) is the member of SLT designated as the EDUCATIONAL VISITS COORDINATOR.
- Andrew Carruthers is the member of STAFF identified as the 'staff advisor' regarding Educational Visits – he is responsible for briefing staff re 'policy changes'.
- Each member of staff will be provided with an '**Educational Visits**' booklet specific to Lord Lawson of Beamish Academy.
- The Staff CPD Co-ordinator will organise the necessary courses to allow staff to safely take students on more adventurous educational visits e.g. First Aid, Outdoor Leadership
- All literature relating to Educational Visits will be kept by Andrew Carruthers
- Andrew Carruthers will be responsible for briefing members of SLT on '**disaster management**' and the role of the **SLT Contact** for after school hours Educational Visits
- School **insurance cover** will be organised by the school Business Manager.



Educational Visits – Sixth Form during school day

Years 12 and 13 - Visits taking place during the school day that are associated with students' sixth form courses (within 30 miles of the school)

- A 'blanket letter' should be sent out to the parents of year 12 by departments who regularly arrange for students to leave the school premises as part of their course.
- This should ask permission for students to take part in visits occurring during normal school hours over the duration of their Sixth Form course.
- The letter should point out that students are not always under the direct supervision of teaching staff (if indeed this is the case)
- Consent from parents must be obtained before students are allowed to leave the school premises for such visits
- *Please note that the Head of Sixth Form obtains permission for Sixth Form students to leave school ONLY for driving lessons, medical appointments and use of local libraries (Birtley, Gateshead, Newcastle)*

UNDER THESE CIRCUMSTANCES YOU ARE NOT REQUIRED TO COMPLETE AN EDUCATIONAL VISITS FORM

The following procedure should be followed by staff when organising such visits:

1. Complete risk assessments for the visits planned for the year (BUT if, for example, 8 visits are planned for the same venue only one risk assessment is required)
2. Photocopy the risk assessments and give copies to the Principal along with a list of proposed visits
3. Liaise with **Andrew Carruthers** to arrange dates for the visit and then discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised
4. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)
5. **On the first day of the visit** a list of the students + the accompanying member(s) of staff should be left at school reception; this should include a **contact telephone number** i.e. a school mobile phone (a STUDENT DETAILS sheet is available for this purpose if required)



Educational Visits: KS3 - 4 during school day

Years 7 to 11: Visits associated with the students' course that take place during the school day to a location within 30 miles of the school

Please strictly follow the procedure set out below:

1. Complete a risk assessment form for the visit – this should be completed with the assistance of another member of staff
2. Make an appointment to see Andrew Carruthers to discuss the visit – the following documentation should be taken with you to this meeting so he can make an informed decision regarding approval of the visit:
 - Risk Assessment Form
 - Parental Letter (see 'Advice on Contents of a Letter')
 - EV6 form – if students are to be charged for the trip
3. Following approval of the visit and confirmed agreed dates, discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised.
4. Finalise all paperwork i.e. 'Student Details' sheet which can be completed following the return of Parental Consent Forms
5. Copies of all paperwork to be uploaded to Evolve (Risk Assessment, Parental Letter, Student Details)
6. Copy of 'Student Details' and YOUR CONTACT NUMBER for the visit (i.e. school mobile phone) to be left at reception
7. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)
8. To take with you on the visit –
 - STUDENT DETAILS
 - RISK ASSESSMENT (use this to brief students at the beginning of the visit)



Educational Visits: After School Hours

Years 7 to 13: Visits taking place which include time after normal school hours (but do not include an overnight stay AND are not '**adventurous**')

Please strictly follow the procedure set out below:

1. Complete a risk assessment form for the visit – this should be completed with the assistance of another member of staff
2. Make an appointment to see Andrew Carruthers to discuss the visit – the following documentation should be taken with you to this meeting so he can make an informed decision regarding approval of the visit:
 - Risk Assessment
 - Educational Visit Form
 - EV6 form - if students are to be charged for the trip
 - Parental Letter (see 'Advice on contents of a letter')
3. Following approval of the visit and confirmed agreed dates, discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised.
4. Finalise all paperwork as itemised on the Educational Visits Form and upload to Evolve.
5. **Copies of all paperwork** to SLT contact (in a clearly marked folder) – he/she will take it home so that it is available in an emergency – Emergency Base Action Card should also be included.
6. Copy of 'Student Details' to be left at reception
7. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)
8. To take with you on the visit –
 - STUDENT DETAILS
 - EDUCATIONAL VISITS FORM
 - RISK ASSESSMENT (use this to brief students at the beginning of the visit)
 - Visit Leader Emergency Action Card



Educational Visits: Overnight Stay

Years 7 to 13: Visits taking place which include an overnight stay (but involve no school-led adventurous activities)

Please strictly follow the procedure set out below:

1. Complete a risk assessment form for the visit – this should be completed with the assistance of another member of staff
1. Make an appointment to see Andrew Carruthers to discuss the visit – the following documentation should be taken with you to this meeting so he can make an informed decision regarding approval of the visit:
 - Risk Assessment
 - Educational Visits Form
 - EV6 form - if students are to be charged for the trip
 - Parental Letter (see 'Advice on contents of a letter')
2. Following approval of the visit and confirmed agreed dates, discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised.
3. Ensure all parents complete a PERSONAL INFORMATION sheet
4. Finalise all paperwork as itemised on the Educational Visits Form and upload to Evolve.
5. Copies of **all paperwork** to SLT contact (including PERSONAL INFORMATION sheets) – please give your SLT contact this information in a **clearly marked folder**; he/she will take it home so that it is available for use in an emergency – Emergency Base Action Card should also be included.
6. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)
7. To take with you on the visit –
 - PERSONAL INFORMATION sheets
 - EDUCATIONAL VISITS FORM (this will have your SLT contact number on it)
 - RISK ASSESSMENT (use this to brief students at the beginning of the visit)



- Visit Leader Emergency Action Card

N.B. If your party is mixed there **MUST** be at least one male and one female member of staff. There should be an **EVENING/THROUGH THE NIGHT *STAFF DUTY ROTA*** so that all members of staff and students are clear regarding who is 'on duty'.



Educational Visits: School Led Adventurous

Years 7 to 13: Visits taking place which include School-led 'Adventurous Activities' (over all time periods)

Please strictly follow the procedure set out below:

1. Complete a risk assessment form for the visit – this should be completed with the assistance of another member of staff
2. Ensure your Group Leadership Log is up-to-date, including First Aid qualification details
3. Make an appointment to see Andrew Carruthers to discuss the visit – the following documentation should be taken with you to this meeting so he can make an informed decision regarding approval of the visit:
 - Risk Assessment
 - Group Leadership Log
 - Educational Visits Form
 - EV6 form - if students are to be charged for the trip
 - Parental Letter (see 'Advice on contents of a letter')
4. Following approval of the visit and confirmed agreed dates, discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised.
5. Ensure all parents complete a PERSONAL INFORMATION sheet
6. Finalise all paperwork as itemised on the Educational Visits Form and upload to Evolve.
7. Copies of **all paperwork** to SLT contact (including PERSONAL INFORMATION sheets) – please give your SLT contact this information in a **clearly marked folder**; he/she will take it home so that it is available for use in an emergency, including Emergency Base Action Card.
8. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)



9. To take with you on the visit –

- PERSONAL INFORMATION sheets
- EDUCATIONAL VISITS FORM (this will have your SLT contact number on it)
- RISK ASSESSMENT (use this to brief students at the beginning of the visit)
- Visit Leader Emergency Action Card

N.B. If the visit involves an overnight stay and the party is mixed there **MUST** be at least one male and one female member of staff. There should also be an **EVENING/THROUGH THE NIGHT *STAFF DUTY ROTA*** so that all members of staff and students are clear regarding who is 'on duty'.



Educational Visits: Adventurous Activities - Instructor Led

Years 7 to 13: Visits taking place which include 'Adventurous Activities' that are led by qualified instructors (over all time periods)

Please strictly follow the procedure set out below:

1. Complete a risk assessment form for the visit – this should be completed with the assistance of another member of staff – your activities 'provider' should have a risk assessment for the activities undertaken – **your risk assessment should cover everything else**
2. Make an appointment to see Andrew Carruthers to discuss the visit – the following documentation should be taken with you to this meeting so he can make an informed decision regarding approval of the visit:
 - Risk Assessment
 - Educational Visits Form
 - EV6 form - if students are to be charged for the trip
 - Parental Letter (see 'Advice on contents of a letter')
3. Following approval of the visit and confirmed agreed dates, discuss 'cover' requirements with **Karen Ridley** if necessary - if possible arrange the visit for a time when 'cover' requirements are minimised.
4. Ensure all parents complete a PERSONAL INFORMATION sheet
5. Finalise all paperwork as itemised on the Educational Visits Form and upload to Evolve.
6. Copies of all paperwork to the Principal (excluding PERSONAL INFORMATION sheets)
7. Copies of **all paperwork** to SLT contact (if your visit includes time after normal school hours) including PERSONAL INFORMATION sheets – please give your SLT contact this information in a **clearly marked folder**; he/she will take it home so that it is available for use in an emergency, including an Emergency Base Action Card.
8. **On the first day of the visit** a list of the students involved should be made available to all staff on MS Teams (only if the visit involves students missing lessons from other subjects - it is a suggested courtesy to advise staff prior to the visit that students will be out, in case they have important plans for the lessons in question)



9. To take with you on the visit –

- PERSONAL INFORMATION sheets
- EDUCATIONAL VISITS FORM (this will have your SLT contact number on it)
- RISK ASSESSMENT (use this to brief students at the beginning of the visit)
- Visit Leader Emergency Action Card

N.B. If the visit involves an overnight stay and the party is mixed there **MUST** be at least one male and one female member of staff. There should also be an **EVENING/THROUGH THE NIGHT *STAFF DUTY ROTA*** so that all members of staff and students are clear regarding who is 'on duty'.



First Aid

1. Do I need to have a First Aid qualification to take students on educational visits?

- If you are visiting an urban area or a venue where a qualified First Aider should be present (e.g. an Art Gallery, Library, Wet and Wild etc.) the answer is **NO**; however, you should be aware of where you can get First Aid help from. This should be part of your pre-visit planning and should also be included in the risk assessment.
- If you are in an area where there is no First Aid help available e.g. Hamsterley Forest, local cycle tracks etc., at least **ONE** of the party leaders **MUST** have a First Aid qualification. The level of qualification required depends upon the location of the visit and the type of activities undertaken - see Andrew Carruthers for more information

2. Do I need a First Aid Kit?

- This isn't necessary for the type of visit outlined in the first bullet point above – the First Aider at the venue you are visiting will have all necessary materials
- The qualified First Aider (as outlined for the situations in bullet point 2 above) should have a comprehensive First Aid kit. However, there are regulations regarding what **type** of First Aid can be given to students (see Andrew Carruthers for more information). Advice on the contents of a First Aid kit can also be obtained from Andrew Carruthers.



The Risk Assessment

Why do a Risk Assessment?

This is a formal assessment of the risks that might be met on a visit. The aim is to prevent risks or reduce them. Students must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit should not take place. Risks must be monitored throughout the visit and appropriate action taken as necessary.

Frequent visits to local venues (e.g. an Art Gallery, football ground) may not need a Risk Assessment every time; HOWEVER, it is essential not to become complacent, and a review of the Risk Assessment should occur periodically.

Who should do the Risk Assessment?

This should be carried out by the **Party Leader** and one other member of staff i.e. the finished product should be a joint effort. (See following sheet for an example of a completed Risk Assessment)

The exception to the above is if the visit involves external agencies/providers e.g. an outdoor centre. It is **their** responsibility to complete the necessary Risk Assessments for your activities **BUT you should obtain a written or documentary assurance that the providers have assessed the risks and have appropriate safety measures in place**

The Risk Assessment should be used to **brief students** thoroughly of any risks involved with the educational visit (these will be identified on your Risk Assessment Form) **AND** what they should do in an emergency. You need to think through possible scenarios and what you would do. Write your 'emergency procedures' on the back of your 'risk assessment form'. **If unsure consult with Andrew Carruthers.**

If at any times students are to be unsupervised, this must be included in the Risk Assessment and details provided to parents.



Staff – Student Ratios

The following guidelines should be adhered to (mixed groups of students should have a male and female member of staff) –

RESIDENTIAL VISITS	1:10
SWIMMING POOLS	1:20
SWIMMING IN SEA/RIVER (under qualified supervision)	1:10
SCHOOL LED ADVENTUROUS ACTIVITIES	1:10
VISITS ABROAD	1:10
LOCAL VISITS e.g. museum, art gallery	1:15

General Information

Coastal Visits

- Students **should not** be allowed to swim or partake in any activity in the sea UNLESS the activity is organised by an outside provider (i.e. Outdoor Centre). Safety will be the responsibility of the staff you have hired and they will have carried out a **risk assessment** for the activities

Field Studies

- Procedures laid out for the variety of Educational Visits should be strictly adhered to
- The group leaders, who will usually be subject specialists, should also be competent to lead and instruct their students within urban and non-urban environments at minimum risk

Residential Visits

- Teacher to student ratio = 1:10
- An **exploratory visit** is essential when using a residential centre
- Please read carefully page 34 in the booklet HEALTH and SAFETY OF STUDENTS ON EDUCATIONAL VISITS (Andrew Carruthers has a copy)



Adventurous Activities using Licensed Providers (i.e. an Outdoor Centre who has a 'license' from the ADVENTURE ACTIVITIES LICENSING AUTHORITY (AALA))

- DO NOT book a 'provider' who is unlicensed. Checks can be made with AALA if you are unsure.
- A licensed provider does not have to hold a license for all of its activities – some activities will be covered by Health and Safety legislation alone. The following activities DO need a licence:
 - Caving
 - Climbing
 - Watersports
 - Trekking (going on foot, pedal, cycle, skis over moorland or on ground over 600m above sea level when it would take more than 30 minutes to reach an accessible road).

Remote Supervision during Adventurous Activities

- The Duke of Edinburgh's Award Scheme (DofE) requires students to work in small groups without direct supervision – the leader remains responsible for students even when not in direct contact with them.
- The DofE training schedule prepares students for remote supervision.
- DofE leaders are trained in 'Remote Supervision' and all hold outdoor leader qualifications according to the level of award they offer.
- IT IS ESSENTIAL THAT PARENTS ARE AWARE THAT REMOTE SUPERVISION WILL TAKE PLACE.



Charging for Visits

- A charge may not be imposed on parents for any visit that occurs during school hours that relate to a student's curriculum/syllabus. However, a voluntary contribution may be asked for.
- Parents should be made aware that the contribution is not compulsory – it is permissible to ask parents to contribute more than the minimum amount in order to subsidise those students who have not contributed.
- Visits outside of school hours may be charged for as well as visits which are deemed an 'optional extra' e.g. not strictly part of National Curriculum or Specification.
- All monies/payments must be collected and processed by finance staff within the general office. Receipts will be provided to parents/carers for all payments received. Group/trip leaders should also keep a record of finances involved i.e. dates, amounts, etc.
- EV6 form must be completed **prior** to the proposal and a copy sent to the Office Manager.
- Staff supporting a group of students or a visit must NOT accept money from students or parents.



Insurance

Two types of insurance apply to Educational Visits organised by Lord Lawson of Beamish Academy:

1. Insurance provided by Gateshead Council
2. A school organised insurance

1. The Gateshead Council Insurance covers the following:

- **PUBLIC LIABILITY** i.e. claims arising from negligence of employees or voluntary helpers which cause injury, or property loss or damage to the property of a student or third parties
- For out of school activities there is **PERSONAL ACCIDENT** cover for employees who voluntarily organise or supervise activities which are complementary, but not part of their duties under their contract of service
- There is **EMPLOYERS' LIABILITY** cover for injury to employees (and volunteer helpers) caused through negligence of the school

The following is not covered by Gateshead Council Insurance:

- There is **no PERSONAL ACCIDENT** cover for employees where the activity is part of their contracted duty
- There is **no PERSONAL ACCIDENT** cover for students
- There is no insurance cover in respect of baggage, money, cancellation costs, medical treatment, personal accident etc.

2. School Organised Insurance

- The insurance company is Zurich (ZM) Insurance Plc
- This covers **PERSONAL ACCIDENT** insurance for STUDENTS and STAFF
- It does **NOT cover PERSONAL BELONGINGS** of students or staff

Please note that INSURANCE COVER should be referred to in the PARENTAL LETTER – it should be specifically stated that PERSONAL BELONGINGS are not covered by the school insurance. Students should be reminded NOT to leave anything of value in the school minibus if it is being used on the Educational Visit.



School-led 'Adventurous Activities'

If a member of staff would like to **lead an adventurous activity** they **MUST** be suitably competent. Competencies should be demonstrated by holding the relevant **National Governing Body Award** where it exists. Some LAs have their own procedures for approving the competencies of leaders – **this is not the case in Gateshead; therefore, the NGB awards will be adhered to for Lord Lawson of Beamish Academy.**

The majority of 'Adventurous Activities' will require specialist instructors to lead the activity e.g. canoeing, climbing, sailing, white water rafting. These activities in themselves are not an issue. It is the activity where the teacher may believe that a qualification is not necessary that needs to be considered here.

Taking groups on a walk, camping, orienteering, mountain biking are all activities that need some careful thought.

Competencies to LAD are outlined below –

- An understanding that **Duty of Care** is required under the law – it applies 24 hours a day for the duration of the educational visit
- Relevant qualifications and skills (including organisational skills)
- First-hand knowledge or experience of the intended location
- Experience of working with students in the age range of those involved with the venture
- Proven qualities of leadership and responsibility which are evident from other aspects of work
- The necessary physical and mental fitness to undertake the proposed venture without undue stress
- A first aid qualification

Staff who would like to take students on 'adventurous activities' must be able to prove their competence to the Principal – a record of 'past experiences' should be submitted when the initial 'approval' of the visit is being discussed. Essentially staff should keep a 'log' of their leadership experience – this is the evidence of competence. This practice is in-line with that required for Mountain Leader Training Board (MLTB) qualifications. *The 'Group Leadership' log is seen on page 24.*

Under what circumstances will I need a qualification to lead adventurous activities (i.e. walking, mountain biking, camping, orienteering)?

Assuming a satisfactory '**Group Leadership' log** has been completed, if the activities are to take place in **LOWLAND / VALLEY BOTTOM / FARMING** areas where access to a road can be gained within 30 minutes, it is **not vital** to have a



recognised qualification. However, the Basic Expedition Leaders Award (BELA) is designed to qualify leaders for such areas **AND IT IS STRONGLY RECOMMENDED THAT THIS QUALIFICATION IS OBTAINED.**

Please think very carefully before leading groups of students when you do not have a recognised qualification – if an accident were to occur and parents prosecuted through the courts, you would not be in a strong position.

(NB – the BELA award involves 7 days of training/assessment followed by a time period of ‘logged’ group leadership, including a reference from someone with a ‘higher’ leadership qualification – a First Aid qualification is necessary for this award. The award qualifies a person to take groups on land that is below 600m as long as it is not open access land/moorland. The ‘30 minutes to a road’ rule also applies.

The following scenarios would fall into the category outlined above:

1. **Orienteering in Princess Anne Park, Washington** – this is an activity which would not need any specific qualification as it is taking place in a low risk largely urban environment. The main risk is that students would not be under direct supervision of the leader due to the nature of orienteering. This should be made clear in the letter to parents/guardians.
2. **Walking in Swaledale** – valley bottom walking on footpaths in farmers fields
3. **Mountain Biking on local cycle tracks or on bridleways in valley bottoms**

Specific qualifications are needed when walks / mountain bike routes / orienteering exercises etc. are planned in areas that are:

- a. On open moorland (open access land) + land over 600m e.g. Yorkshire Dales, Peak District, Brecon Beacons
 - b. In ‘High Mountain’ areas e.g. Lake District, Snowdonia, Scottish Highlands
- To lead groups in the first category the minimum qualification is the **Walking Group Leaders Award (WGLA)**.
 - To lead groups in the second category the minimum qualification is the **Summer Mountain Leaders Award (Summer ML)**

The procedure to obtain these qualifications is rigorous and involves a week of training course followed by at least one year of ‘gaining experience’ (all logged) and finally a four day assessment. A First Aid qualification is a pre-requisite for both awards. Both of these awards require very high navigational skills and excellent group management and leadership skills. The WGLA does not qualify leaders to take groups into ‘high mountain’ areas – not even in valley bottoms.



N.B. Both of these qualifications are obtained through the MLTB – they are NGB awards.

For further details on any of the courses described above please see Andrew Carruthers.

PLEASE ASK FOR ADVICE FROM ANDREW CARRUTHERS BEFORE CONSIDERING ANY 'ADVENTUROUS ACTIVITY' – THIS IS AN AREA WHERE THERE HAVE BEEN MANY INCIDENTS OVER RECENT YEARS, MOST OF WHICH HAVE INVOLVED ACTIVITIES ORGANISED BY SCHOOLS.

Activities that include Swimming

Students should not be allowed to swim in any type of water unless there is a lifeguard present. It should be remembered that the majority of fatalities that have occurred on educational visits have been due to drowning. Parents/guardians should be made aware of the need for their child to swim on the activity in question.



School Mobile Phones

It is recommended that staff take a mobile phone on **ALL** Educational Visits. The school has a number of mobile phones available for use on Educational Visits – personal mobile phones should not be used for staff as a point of contact for parents/carers.

School mobile phones:

- May be booked through reception where they are stored
- It is the responsibility of the group leader to ensure the mobile phone/s are fully charged before taking them on an Educational Visit



References

Health and Safety of Students on Educational Visits

NASUWT booklet on Educational Visits

NEU booklet on Educational Visits

The Use of Minibuses – NASUWT booklet

School Minibuses – A Safety Guide (NEU booklet)

Safe Practice in Physical Education (BAALPE)



School Teams

Before taking any student to a sporting fixture outside of the school grounds, members of the PE staff should ensure that the following procedures have been completed:

- A **PERSONAL INFORMATION SHEET** has been completed
- **Parental Consent** has been obtained for the student to attend a sporting fixture, travel in the school minibus **AND POSSIBLY** in the car of a parent of another student, or a taxi

It is recommended that the above is carried out at the beginning of the school year for all students who are in the squads for the various activities. The letter should be worded so that it covers all sporting fixtures for the academic year.

The **PERSONAL INFORMATION SHEETS** should be taken to each sporting event as they will provide all necessary information in the event of an emergency.

It is recommended that PE staff have a mobile phone and a First Aid kit with them at all sporting events.



The Role of the 'SLT' contact for 'Out of School Hours Educational Visits'

1. Members of staff organising Educational Visits may ask you to be their SLT contact for the duration of their visit; it is vital that a reliable emergency communications chain is set up between a member of SLT and the Party Leader
- PLEASE DO NOT AGREE TO BE THEIR CONTACT UNLESS YOU CAN GUARANTEE THAT CONTACT CAN BE MADE WITH YOU FOR THE DURATION OF THE VISIT
2. The Party Leader will give you copies of the following items in a clearly marked folder:
 - Educational Visit form
 - Personal Information Sheets (for each student)
 - Risk Assessment
 - Emergency Base Action Card

These items must be taken home in case they need to be immediately referred to in the event of an emergency

3. Following a successful visit please return the folder to the Party Leader
4. IF there are any problems on the visit please follow the **DISASTER MANAGEMENT PROCEDURE.**



Transporting Students on Educational Visits

Please refer to the APPENDICES for detailed information. This is a photocopy from the booklet HEALTH and SAFETY OF STUDENTS ON EDUCATIONAL VISITS (produced by the DFE).

The following points refer specifically to **Lord Lawson of Beamish Academy** and the procedures that should be strictly followed:

- If using the school minibus, the **MINIBUS POLICY** should be adhered to. The site manager is responsible for the minibus and any queries should be directed towards him/her
- **General points regarding the minibus:**
 1. Students should wear seatbelts at all times
 2. The driver should not normally be responsible for supervision – if the group consists of older students (i.e. Years 11,12 and 13) driver supervision is satisfactory on a short journey
 3. Students should be made aware of the emergency doors and no equipment/luggage should block them
 4. Safety of students is vital and this should be considered when they are being 'picked up' or 'dropped off'
 5. If a long journey is to be made the driver must take into consideration the effects of teaching and the working day
 6. The school insurance does not cover the property of students or staff that is left in the minibus – students should be made aware of this
- **Use of teachers' private cars** – teachers SHOULD NOT transport students in their own vehicles UNLESS THEY HAVE THE APPROPRIATE INSURANCE i.e. **'business use' insurance**



APPENDIX A

Educational Visits Proposal Form

Title of visit: _____

Venue:

Proposed date(s): _____

Party Leader: _____

Deputy Party Leader: _____

Other staff: _____

First Aid Staff: _____

Intended number of participants: _____ Age range: _____

External company being used? If yes, provide details:

Transport details: _____

Proposed cost to students: _____

Description of activities to take place on the Educational Visit

Now organise a meeting with Andrew Carruthers and bring this form and any other relevant documentation to the meeting



APPENDIX B

EV6 – Educational Visits Projected Income and Expenditure

An Educational Visit cannot go ahead until this form has been signed by the relevant Budget Holder and the Finance Department

Title of Visit:

Part Leader:

Projected Expenditure	Details	Final Cost (£) (if known)
Transportation: Cost of coach/train/flight/minibus		
Ancillary costs – i.e. Coach driver's accommodation/meals		
Cost of accommodation:		
Cost of admission tickets:		
Cost of Insurance:		
Cost to staff: Tickets/travel/accommodation/meals		
Any other items which will carry a financial cost: e.g. car parking		
Staff Cover: (£220 per day for supply)		
Contingency fund:		
Total Expenditure		

IMPORTANT INFORMATION: An educational visit must not be booked until all deposits have been collected. Students and parents must be made aware that any deposits collected will be lost if they cancel after the trip, visit or event has been booked.

It is expected that all educational visits will be self-funding. Letters about this educational visit must not be sent home until the necessary authorisation has been received. These expenditure costs then need to be divided by a realistic projected uptake number in order to obtain the cost per student.

Projected Income	Details	Final Cost (£) (if known)
Projected cost per student:		
Income e.g. bag packs etc		
Income from Grants and/or other funds		
Total projected income		

Budget area be used: _____ Budget Holder Signature: _____

Projected figures agreed: _____ Date _____
(Signature of Finance Officer)



APPENDIX C

EV9 - Letter to Parents

The following information should be included in a letter to parents/guardians:

To be included in letters that do not involve an overnight stay or 'adventurous activities':

- places to be visited
- activities
- date
- visit leaving from.....
- visit returning to
- leaving time
- returning time
- how the parent/guardian will be contacted if there is a delayed 'return time'
- transport arrangements
- party leaders name + details of other members of staff (i.e. how many + their names)
- how to contact the party leader in an emergency (this could be the school number if the visit is during school hours OR the school mobile phone if out of hours)
- parent/guardian's emergency contact number **FOR THE TIME PERIOD OF THE VISIT** (i.e. home number is no good if the parent is at work)
- **medical information** – any conditions requiring medical treatment, including medication (+ arrangements for who will be responsible for medication)? If yes, brief details are needed e.g. allergies to medication?
- Cost (+ procedures if a student 'drops out' of the visit i.e. reimbursement of money?)
- clothing/equipment – anything special needed?
- how much money the student should take with them on the visit
- procedures for misbehaviour



Suggested format for the REPLY SLIP (no overnight stay)

Visit to _____ on _____

Name of Student _____ Tutor _____

I have read the letter and give permission for my child to take part in this Educational Visit. I acknowledge the need for my child to behave responsibly during this visit. I understand that if my child does not behave responsibly I may be required to pick him/her up from the venue.

Medical information relating to my child:

Medication required: _____

My contact number for the duration of the visit is: _____

Signed (parent/guardian): _____ Date: _____



APPENDIX D

Lord Lawson of Beamish Academy - Behaviour Contract

Visit	
Staff	

Student Name	
---------------------	--

A. Student

I agree to respect the following rules:

- Behaving appropriately on the minibus and at places we visit
- Prompt timekeeping
- No litter
- No swearing or offensive behaviour
- No drugs including smoking and alcohol

I understand that the following sanctions will be enforced if I break this contract:

- Free time will be suspended and I will have to stay with staff
- I may be withdrawn from a visit and made to remain at the academy
- In serious circumstances, my parents will be contacted to come and collect me
- Usual school disciplinary procedures may be enforced upon my return

Student Signature	
------------------------------	--

B. Parent

I acknowledge the need for my child to behave responsibly during the visit. I support the staff in enforcing the educational visit expectations and understand that if my child does not behave responsibly I may be expected to come and collect them from the activity.

I accept that staff may be required to search personal belongings to ensure that the school rules are being followed.

Parent Signature	
-------------------------	--



APPENDIX E

EV8 - Letter to Parents for overnight stay or 'Adventurous Activities'

To be included in letters that relate to an Overnight Stay and/or 'Adventurous Activities'

- places to be visited
- list of activities that may involve risk
- dates
- visit leaving from.....
- visit returning to
- leaving time
- returning time
- how the parent/guardian will be contacted if there is a delayed 'return time'
- transport arrangements
- party leader's name + details of other members of staff (i.e. how many + their names)
- how to contact the **party leader** in an emergency (this could be the school number if the visit is during school hours OR the school mobile phone if out of hours)
- accommodation arrangements
- insurance cover
- Cost (+ procedures if a student 'drops out' of the visit i.e. reimbursement of money?)
- clothing / equipment – anything special needed? a clothing list may be needed
- how much money the student should take with them on the visit
- procedures for misbehaviour
 - A **PERSONAL INFORMATION** sheet should be completed for each student – attach to letter sent to Parents/Guardian (see APPENDICES for preferred format)

The reply slip should be as that outlined earlier BUT, medical information is not needed as this is contained on the PERSONAL INFORMATION sheet



APPENDIX F

EV13 - Educational Visit Behaviour Contract (overnight)

Title of Visit	
Party Leader	

Student Name	
---------------------	--

A. Student

<p>I agree to respect the following rules:</p> <ul style="list-style-type: none"> • Behaving appropriately on the coach, in the airport and aircraft, in the hotels and places we visit. • Prompt timekeeping • No litter • No swearing or offensive behaviour • No visiting other peoples bedrooms after curfew • No drugs including smoking and alcohol <p>I understand that the following sanctions will be enforced if I break this contract:</p> <ul style="list-style-type: none"> • Free time will be suspended and I will have to stay with staff • I may be withdrawn from a visit and made to remain at the hotel • In serious circumstances, my parents will be contacted and I may be flown home at their expense • Usual Academy disciplinary procedures may be enforced upon my return 	
--	--

Student Signature	
--------------------------	--

B. Parent

<p>I acknowledge the need for my child to behave responsibly during the visit. I support the staff in enforcing the educational visit expectations and understand that if my child does not behave responsibly I may be expected to pay for their return flight home.</p> <p>I accept that staff may be required to search personal belongings to ensure that the Academy rules are being followed.</p>	
---	--

Parent Signature	
-------------------------	--

Please detach and return by

Please note the safe return of all documentation required is the responsibility of the parent/guardian, unfortunately, any paperwork still outstanding after the deadline could result in your child not being allowed to travel.



APPENDIX G

EV5 - Personal Information Sheet

(use this form for visits that involve time after normal school hours
including overnight stays and 'adventurous activities')

Student Name: _____ Tutor: ____ Year Group: _____

Date of Birth: _____

Address

Home Telephone Number: _____

Parent's/Guardian's Name(s): _____

Parent's/Guardian's mobile number(s) : _____

Emergency contact (if parents/guardians are unavailable)

Name(s): _____

Address:

Telephone Number: _____

Mobile Telephone Number: _____



Medical Details

Name of Doctor: _____

Doctor's Address

Doctor's Telephone number: _____

Details of any medical problems AND treatment required

Date of last tetanus: _____

Other information the Party Leader should be aware of

e.g. special dietary requirements

Please read the statement below and sign in the space provided -
*I agree to my son/daughter's medical treatment including anaesthetic as
considered necessary by medical authorities/professionals*

Signed (Parent/Guardian):

Date: _____



APPENDIX H

**Lord Lawson of Beamish Academy
Risk Assessment - EDUCATIONAL VISITS**

Date Activity

Location

Group

Hazard and grid ref if appropriate	Who does it affect?	Severity low/medium/high	Likelihood low/medium/high	Action (safety measures to be put in place to reduce risk to an acceptable level)

Risk Assessment prepared by (must be more than one person):

Names: _____

Signatures: _____



APPENDIX I

Lord Lawson of Beamish Academy – Educational Visits Form

Educational Visit to: _____ **Date:** _____

Brief description of educational purpose:

a) number of students: _____ age range: _____ Male: _____

Female: _____

b) number of staff _____

c) leave at: _____ from: _____

d) return to: _____ at: _____

e) mode of transport: _____

f) copy of route attached (including journey) - yes/no

g) risk assessment attached - yes/no

h) school mobile phones - yes/no

i) overnight stay - yes/no details attached - yes/no

j) copy of parental letter attached - yes/no

		name	tel. number
1	SLT contact		
	(tel. no's = out of school hours)	mobile	
2	Local Police Station		
3	Local Hospital		
4	Educational Visit Supervisors		
	* Party Leader		
	* other teachers	1	
		2	
		3	
	* other adults	1	
		2	



		3	
	other adults	1	
		2	
b	next of kin - party leader		
	other teachers'	1	
		2	
		3	
	other adults	1	
		2	
5 Group details			
	*home 'contact' tel. no.	see PERSONAL DETAILS SHEETS	
	*emergency 'contact' no.		
6	mobile tel. no.'s of students (if appropriate)		
7	school mobiles - yes/no		
8	First Aid kit	yes/no	
9	First Aider(s) - names		

Checklist

	one copy of everything to the Educational Visits Coordinator (except personal details)
	one copy of everything to SLT contact
	copies of this sheet + group 'Personal Details' + risk assessment to :- a) party leader b) other teachers

Governors' approval obtained - yes/not applicable/ delegated to Educational Visits Coordinator

Signed: _____ **Date:** _____
Educational Visits Coordinator



APPENDIX K

EV10 – CONSENT FORM FOR SWIMMING ACTIVITIES OR ACTIVITIES WHERE BEING ABLE TO SWIM IS ESSENTIAL

(consent does not remove the need for group leaders to ascertain for themselves the level of a student's swimming ability)

SWIMMING ABILITY

1. Is your child able to swim 50 metres?
2. Is your child confident in a swimming pool?
3. Is your child confident in the sea or in open inland water?
4. Is your child safety conscious in water?

*I would like (student name) _____ to take part in the visit.

I understand that it involves water-based activities. I have read the specific information and agree to him/her taking part in the activities described.

I acknowledge the need for my child to behave responsibly during this visit. I understand that if my child does not behave responsibly I may be required to pick him/her up from the venue.

*I consent to any emergency medical treatment required by my child during the course of the visit.

*I confirm that my child is in good health and I consider him/her fit to participate in this activity.

* I have completed a PERSONAL INFORMATION sheet for my child

Signed: _____ **Date:** _____

Full name of parent/guardian: _____



APPENDIX M

EV2 Educational Visits Provider Statement

This form is to be sent by visit organisers to external providers of visits, outdoor education and other activities for young people. It must be completed by the provider and returned to the visit organiser before the date of the visit.

This part to be completed by the Visit Organiser

Name of Provider:	Type of Visit/Activity:
Name and address of Establishment organising visit/activity:	
Name of Group Leader:	Date(s) of visit:

This part to be completed by the Provider

The provider named above is asked to give careful consideration to these statements and sign in the space at the end of the form to confirm that the standard of service provided will meet the conditions listed below. Please tick all specifications you meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

SECTION A – ALL VISITS

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated Regulations for visits taking place in the UK, and has a written health and safety policy and recorded risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people.

5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for any such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving "Indemnity to principal".

Accommodation

7. UK accommodation complies with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)

8. If abroad, the accommodation complies with the fire and health & safety legislation that apply in the country concerned

9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.



10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to young peoples' accommodation.

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Authority (AALA) Licence Yes No N/A

12. AALA Reference No. _____

Date of expiry: _____

13. Activities covered by AALA Licence: _____

Activity Management

For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the licence.

14. The provider operates a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.

15. The provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken or staff have had their competencies confirmed by an appropriately qualified and experienced technical adviser.

17. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.

18. Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.

19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

20. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary.

SECTION C – TOUR OPERATORS

When a tour operator delivers services to schools using other providers (eg ski schools, transport operators or accommodation) the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards that meet the relevant legislation applying in the country of operation.

21. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection.

22. The Tour Operator complies with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies.

23. ATOL, ABTA or other bonding body name and numbers: _____

SECTION D – EXPEDITIONS

24. The provider has completed Sections A and B of this form and agrees to provide additional written assurances that are specific to the expedition and necessary to allow the school and Gateshead Council to give Formal Approval.

Details of any other accreditation with national governing bodies, tourist boards etc:
.....
.....



I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed: Date:

Name in capitals: Position in organisation:

Name and address of provider:

.....

Tel: Fax: Email:

Website:

Thank you for completing this form. Please return it to the visit leader and establishment named overleaf.

Establishments requiring advice on the interpretation of information given by providers or tour operators on this form should contact the Educational Visits Advisory Service.



APPENDIX N

EV11 - Validation for use of a private vehicle

For the use of staff, parents and other volunteers private vehicles

Name of establishment (School, Youth Centre, etc.):

Name of Driver	Make and Model of Vehicle	Registration Number

I, the driver of the above vehicle(s), confirm that:

- I have a valid full driving licence suitable for the type of vehicle being used
- The vehicle(s) has/have a valid MOT (if required, i.e. the vehicle is over three years old)
- The vehicle(s) is/are serviced correctly and is roadworthy to the best of my knowledge
- I have current motor vehicle insurance covering the vehicle(s) and myself, which includes cover for use of this kind (i.e. it includes use for work if you are a staff member)
- The vehicle(s) is/are fitted with front and rear seatbelts that I will ensure any children I transport will wear.
- When transporting children under the age of 12, or under 135cm, I will ensure that the necessary child seat or booster is used

I understand that I am not covered under Gateshead Council’s insurance for the use of my vehicle(s).

Under the terms of the Data Protection Act 1998 we must inform you of the following:

By signing this form you are giving your explicit consent to Gateshead Council to process your data. The processing involved will be for the purpose of monitoring health and safety in Gateshead Council in accordance with relevant legislation. This may involve the sharing of information you provide with local regulatory bodies.

I consent to Gateshead Council processing the information detailed in this form. I understand that this will be used by the Council in pursuance of its purposes and my consent is conditional upon the Council complying with their obligations under the Data Protection Act 1998.

Signed: Date:

Print Name (in capitals):



Appendix P

Educational Visit / Out-of-Centre Visit Register

Please enter the names of all participants on the visit, together with their age and the emergency contact name and phone number from their consent form. This form should be uploaded in the “attachments” section of your visit record on Evolve. The form should be updated and uploaded at the start of the visit, so it is a complete and accurate record of who is on the visit.

Name	Age	Emergency contact name and phone number	Doctor	Contact Number	Medical Issues	Last Tetanus Date	Dietary Issues



Appendix R

Educational Visits Emergency Action Card

Emergency Base Contact

It is recommended that this card is printed and a copy is available at all times to the person designated as Emergency Base Contact for any visit. The card should also be available to any staff likely to take incoming phone calls from a visit leader in an emergency.

On receiving a call

In the event of receiving an emergency call from a group on a visit remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
What is their role in the group (leader, assistant leader, participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving, where to?
What help do they require?
What time did the accident happen?
What time is it now?



2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
3. If your employer is Gateshead Council or your establishment has bought into the Council Educational Visits Advisory Service, contact Care Call to alert the Council. A senior officer of the Council will arrange support.
4. Contact other staff in the following priority order and give them the information you have noted.

The table below should be completed with names and numbers of those who should be informed, in order of priority.

Name	Telephone(s)	Mobile(s)
Gateshead Council – initial contact via Care Call	0191 478 7665	



Appendix S

Visit Leader Emergency Action Card

This card should be carried by all staff accompanying a visit.

It is recommended that this card is printed, laminated and placed in first aid kits.

Emergency procedure

In the event of an incident:

1. Remain calm - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - accounted for;
 - safe;
 - adequately supervised;
 - briefed to ensure that they understand what to do to remain safe.
3. Delegate assistant leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services (999 or 112) as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 - Preserve life;
 - Prevent the condition worsening;
 - Promote recovery.
 -

Essential First aid:

1. Casualties need to be able to breathe – if they are unconscious this means putting them into a safe airway position
2. You need to try to find and stop any serious external bleeding
3. You need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support.

Once the immediate emergency is contained:

1. Inform your Emergency Base Contact. If unavailable contact the Council via Care Call. They will need the following information:
 - Who you are, which establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are and their status
 - The total number of people in your party
 - Your current location



- Whether you are staying where you are, or moving elsewhere – if you are moving where to?
 - What time did the accident / incident happen?
2. Liaise with and take advice from emergency services if they have attended the scene.
 3. Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
 4. Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
 5. Control communications - prevent group members from using phones or going online until approval is given.
 6. Keep a written log of all actions taken, conversations held and a timescale.
 7. Refer all press, media, parental or other enquiries to the Council's press office.
 8. Inform the Foreign Office Consular Assistance Team if abroad.

Emergency Numbers

Name	Telephone	Mobile
Own telephone		
School/Establishment		
Emergency Base Contact		
Head/Manager		
Gateshead Council (Care Call)	0191 478 7665	
Your accommodation (if residential)		
Travel company (if appropriate)		
Foreign Office Consular Assistance	+44 20 7008 500	



Appendix T

Educational Visits Emergency Action Card

Establishment Management

This card may be used by the establishment's Head or Manager when called upon to take charge of managing an emergency on an off-site visit. It may also be used by the Establishment's Emergency Base Contact, after taking the initial actions detailed on the Emergency Base Contact Action Card. It is recommended that this card is printed, laminated, and a copy placed visibly in the establishment's office.

On receiving a call

In the event of being alerted to an emergency on an off-site visit, use the following to guide your actions:

- **STAY CALM** – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people;
- **TAKE CHARGE** of the incident until relieved by a more senior colleague;
- **CONTACT** the group in difficulty to reassure them, get up-to-date information and keep them informed of your actions.

Delegate tasks as and when possible/appropriate to allow you to manage the situation and allow for 'concurrent' activity.

It is essential that one person is clearly designated as controller of the incident response, and that everyone understands who this is.

Depending on the circumstances, consider which of the following actions are required:

- Inform your own senior managers
- Establish a Critical Incident Management Team (CIMT), which may need to include the following roles (combine if insufficient staff):
 1. **Overall Controller**
 2. **Coordinator/contact with group** (consider keeping the same person to always speak to the group leader)
 3. **Communications** (could be a number of people dealing with different aspects)
 4. **Logistics** – arranging transportation, accommodation etc. for group and any travelling team
 5. **Resources** – e.g. office space, reception for any visitors (parents, media etc.), refreshments / food – Site Service Officer(s), Admin support
 6. **Record / log keeper** – to keep a record of events and actions as they happen



- Inform your employer (e.g. the Academy), Governors, and, if media interest is possible, your employer's communications team. If you have bought into the Council Educational Visits Advisory Service you should contact **Care Call (0191 478 7665)** for any critical incident occurring outside of office hours and they will contact the appropriate Council Officer. Your employer should implement an emergency plan to give support to you, the party, and the parents.
- Keep a log of all actions, communications and decisions, including people involved and times.
- Arrange alternate and additional phone lines so that incoming calls do not swamp communications. Consider other means of communication such as internet, email and text.
- Liaise with your employer over provision of links with emergency services, media, tour operators, insurance companies etc. - as necessary.
- Carry out the actions required to support the Visit Leader.
- Decide if a 'travelling team' is needed to provide support at the scene.
- Ensure the security of your site and ensure the access gates are staffed to control access (elements of the press may well seek to gain access wherever they can).
- Make arrangements for relatives etc. to be catered for on site or nearby, if possible, while they wait for news.
- Arrange for the return or onwards travel of the party, and/or arrange transport for parents to the scene/hospital
- Control communications and the flow of information to the affected group, parents, other establishment staff (beware of other staff inadvertently starting rumours circulating).
- Control information to the media – use the expertise of your employer's communications team and direct all media enquiries to them.
- Make arrangements for meeting the group back from the visit and returning children to parents.
- Consider the possible need for future emotional support and care for anyone involved (don't forget other staff, young people and the incident response team as well as those directly involved).