

WINDMILL PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

POLICY

- All visits must have an identifiable educational benefit, with clear objectives linked to the establishment's vision for outdoor off-site activities.
- All visits must be led by a competent Group Leader and accompanying adults.
- All those involved in the organisation and running of educational visits will comply with National, LEA and their establishment's guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

PRACTICE

- The trained Educational Visits Co-ordinator (EVC) will ensure visits follow National, LA and schools guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
- All staff will take responsibility for ensuring they follow guidelines and procedures in order to be in line with the Educational Visits policy
- All staff will be familiar with the procedure for dealing with emergency situations, including having a named home-based emergency plan (see Appendix) and off site emergency procedure. (See Appendix).
- All staff will be familiar with the procedure for the investigation of and reporting on accidents, incidents and near misses.
- All teachers will be familiar with and use the correct forms in order that Headteacher / EVC may monitor, approve and evaluate school visits.

Emergency Procedure (On and Off Site)

In the event of an emergency the following guidelines may be of assistance and can be tailored to suit either **on or off-site** incidents:

- Safeguard the safety of the majority of the party;
- Advise all responsible adults of the incident and assess the situation;
- Where appropriate advise that emergency procedures are in operation;
- Account for all those both directly and indirectly involved;
- Establish the names of those, if any, directly involved (and extent of their involvement / injury);
- If appropriate, render first aid to those injured;
- If necessary, summon the Emergency Services; Call 999 (see flow chart Major Incident Occurs)
- If the incident involves injury, ensure that the injured, if a pupil or student, are accompanied to hospital or other medical treatment facility preferably by an adult they know;
- Ensure that the remainder of those involved are adequately supervised and understand the implications of the emergency;
- Advise the school (01865 762509) of the incident if it occurs away from the establishment,
- In the event of an emergency when school assistance is required and the leader is unable to contact school – contact O.C.C. 24 hour Emergency Line on 01865 379789 (Fire and Rescue Service Control).
Ask the operator to alert O.C.C. County Contact Officer who will set O.C.C. emergency response in motion;
- Restrict access to telephone or other outside contact for a suitable period of time.

Paper Work

- Accurate records of occurrences should be kept including names and addresses of witnesses.
- Full written reports submitted to Director for Learning and Culture as soon as possible.
- Headteacher to notify Health and Safety Executive, when appropriate.

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