

Wootton Academy Trust



Educational Visits Policy

- a) This policy applies to all schools managed by Wootton Academy Trust
- b) This policy was adopted by Wootton Academy Trust on May 16th 2017
- c) This policy was reviewed by Wootton Academy Trust in May 2018 and annually thereafter

Wootton Upper School & Arts College and Kimberley 16-19 STEM College

are operated by Wootton Academy Trust, registered in England and Wales, Company No 7740758

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EDUCATIONAL VISITS

Rationale: Educational Visits play an important part in the all-round education of every child. The number one priority of the Trust is to safeguard children as well as looking after the health and safety of employees, governors and volunteers.

Purpose: The purpose of the policy is to provide a rigorous framework that all employees of the Trust will follow in organizing educational visits. The framework is graduated to take account of the different types of trip.

Process: All employees must follow the processes – including timescales outlined in the policy and refer to the key employees who have important roles in respect of educational visits, notably the Lead Educational Visits' Co-ordinator and the Educational Visits' Administrators.

Introduction

All offsite visits and activities that are organised and undertaken by the Trust (apart from work experience or college placements which are dealt with separately) are regarded as 'educational visits'. Whenever Students leave the school site under the direct or indirect supervision of school staff, they are undertaking an 'educational visit'.

Aims & Objectives

The Trust aims to offer students a broad and balanced curriculum which promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The Trust recognises the value and importance of learning outside the classroom and encourages staff to organise educational visits that enrich the curriculum and enhance the learning and development of our students.

Types of Visits organised by Wootton Academy Trust

The Trust offers a wide range of educational visits, including:

Routine Visits:

- Community visits
- Short visits for curriculum activities (i.e. libraries, other schools, community centres, etc.)
- Group day visits (e.g. conferences, theatre trips, etc.)

Non-routine Visits:

- Residential visits (UK and abroad)
- Field study/outdoor trips
- Outdoor pursuits
- High risk activities (e.g. skiing, sea kayaking) which require a higher level of supervision
- Trips abroad
- Visits involving travelling across large urban areas (eg London) using public transport
- Visits near water margins

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Whilst this list is no means exhaustive, group leaders should, if in any doubt about the nature of any particular activity, consult the Lead Educational Visits Co-ordinator (EVC) or Executive Principal.

Compliance

The Trust's Educational Visits Policy should also be read in conjunction with other relevant Trust policy documents, for example:

- Health, Safety & Welfare
- Safeguarding/Child Protection
- Equal Opportunities & Inclusion

Access to Policies & Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines, policies and planning documents (available on Evolve) and should know how/where this information can be accessed.

The '*National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom*' can also be used and is found at www.oeapng.info.

Roles & Responsibilities (for details see LA Educational Visits Code of Practice)

- a) The Trust purchases advice and support from an external advisor, namely The Physical Education Hub. This advisory service is also utilised by the local authority.
- b) The Executive Principal has overall responsibility for all the Trust's educational visits. This responsibility is delegated to the **Lead Educational Visits Co-ordinator** (Lead EVC) who fulfils the same responsibilities regarding the management and approval of education visits.
- c) The Trust's delegated **Lead EVC** is *Iain Stewart* (appointed to the EVC post in September 2012, and trained in September 2011 with refresher training in Summer 2016). The Lead EVC oversees the planning and organisation of the Trust's visits and provides advice and guidance to staff, EVCs and the Executive Principal, including recommendations regarding the approval of visits.
- d) There is an EVC at Wootton Upper School and at Kimberley College. Their role is to support staff where necessary in:
 - i. The EVC Administrator at Wootton is Sandy Connell
 - ii. The EVC Administrator at Kimberley Agnieszka Trybala
- e) The main functions of the EVC Administrator at each institution are to:
 - i. Support staff in the use of Evolve to record and submit paperwork relating to visits once approval has been given by the Lead EVC
 - ii. To ensure that visits are "signed off" satisfactorily before referral to the Lead EVC for final trust approval
- f) The Governor who is responsible for overseeing educational visits, and for assisting with the approval of residential/overseas/high risk visits is David Clare (appointed May 2017, training to be completed)

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g) Advice & Guidance

Staff should seek advice and guidance regarding educational visits from:

- The Trust's Lead EVC
- The respective school or college EVC administrator
- Other experts with specialist/local knowledge (e.g. tour operators, exchange partners, tourist information, activity providers, etc.)

Training

The Lead EVC provides a range of training opportunities for staff involved in the management, organisation and leadership of educational visits. Training opportunities are provided through the NQT/Induction programme as well as on an annual refresher and 'as requested' basis.

From September 2016 onwards there will be annual internal training organised for:

- Staff who are new to the school via the Trust's NQT Induction Programme
- Visit Leaders
- Local Points of Contact

There is ongoing external training for:

- The Lead EVC
- The EVC Administrators
- Duke of Edinburgh Co-ordinators

Monitoring

To assure the quality of standards on educational visits:

- ▶ The Lead EVC will accompany at least one visit per year to monitor real practice.
- ▶ The EVC Administrators will accompany at least one visit per year to monitor real practice.
- ▶ Records of these monitoring visits will be stored by the EVC.
- ▶ The EVC will liaise closely with our external QA Adviser to ensure our practice and documentation is reviewed
- ▶ The Executive Principal and EVC will review policy and practice and share the findings with governors. This will be completed at least every three years.

The following should be read in conjunction with the '*National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom*' and provide additional information and policy statements that are specific to the school:

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1. **Planning & Approval Procedures**

Visits should be recorded, checked and approved in accordance with the following procedures:

Category 1 – Day Visits (Routine)

These are local visits that take place frequently or regularly throughout the year, or over a specific period of time (for instance, a series of six weekly visits) e.g. visits to local library/away sports matches, etc.

Category 1 visits should be recorded once using Evolve and the documents found in the Resources Section.

Risk Assessments should be updated when necessary but should be reviewed at least annually as a matter of good practice.

Category 1 visits should be checked and approved **INTERNALLY** by the Lead EVC who will look at the educational objectives and the impact on learning before approving.

Category 1 visits should be submitted for approval at the beginning of the academic year to obtain 'blanket approval' for the year.

Category 2 – Day Visits (Non-Routine)

Category 2 are one off, or occasional visits.

Category 2 visits should be recorded for each visit or trip using Evolve and the documents found in the Resources Section.

Category 2 visits should be checked and approved **INTERNALLY** by the Lead EVC who will look at the educational objectives and the impact on learning before approving

In addition, governors should be informed of visits that have taken place on a termly basis.

Category 2 visits should be submitted for approval preferably four, but never less than two weeks before the visit takes place.

Category 3 – UK Residential Visits

Category 3 visits involve one or more nights away from home in the UK or overseas.

Category 3 visits should be recorded using Evolve and the documents found in the Resources Section.

Category 3 visits should be checked and approved:

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- **INTERNALLY** by the Lead EVC who will look at the educational objectives and the impact on learning before approving
- **EXTERNALLY** by The Physical Education Hub

Category 3 visits should be submitted for approval, if possible, at the **beginning of the academic year**, but never less than eight weeks in advance of the visit.

Category 4 – Overseas Visits

Category 4 visits are residential or day visits to any place outside of the UK.

Category 4 visits should be recorded using Evolve and the documents found in the Resources Section.

Category 4 visits should be checked and approved:

- **INTERNALLY** by the Lead EVC who will look at the educational objectives and the impact on learning before approving
- **EXTERNALLY** by The Physical Education Hub

Category 4 visits, as with Category 3, should be submitted for approval, if possible, at the **beginning of the academic year**, but never less than eight weeks in advance of the visit. For visits with significant financial commitment, 'outline approval' should be obtained before firm bookings are made.

Sub-Category 'R' - High Risk Activities or Environments

If any of the above four types of visit involve what may be regarded as 'high risk activities or environments' they MUST be given an additional sub-category 'R' classification:

All day visits, or residential or overseas visits, which involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) to those that might normally be encountered in everyday or school life will fall into this sub-category, e.g. a weekly climbing day visit (1R), a day visit to a ski slope (2R), a residential stay at an outdoor centre (3R) or an overseas trekking expedition (4R).

For visits with significant financial commitment, 'outline approval' **MUST** be obtained before firm bookings are made.

Only essential (i.e. examination related) trips will be approved during the period from Easter until May half term as this is such an important time in terms of preparation for examinations and assessment.

2. Visit Objectives

All educational visits should have a defined purpose, with clearly stated, justifiable education objectives, or else they may not be approved and may not be covered for insurance purposes.

3. Selection of Young People

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, gender or religion. Any concerns regarding Equality of Opportunity and how best to support students with different needs may be addressed to the Lead EVC.

4. Visit Leader

The overall Visit Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Lead EVC via the Initial Authorisation request

Leaders of Category 3 or 4 visits should normally have been Assistant Leaders on at least one similar visit.

Leaders of any sub-Category R visits should normally have been Assistant Leaders on at least one similar visit.

The Trust EVC will require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

Visit Leaders should consider carefully the implications of family members being present and the possible complications that might arise.

5. Deputy Leaders

Category 2 visits (occasionally) and all Category 3 and 4 visits require a member of staff who can assume the role of Assistant Leader and is able to deputize and take full responsibility for the Visit Leader if necessary.

Assistant Leaders should be chosen carefully and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Visit Leader

6. Staffing Selection & Supervision Ratios

The School has a responsibility to ensure that all adults involved in the supervision of students during school-related activities (including visits) are suitable people to work with children and pose no threat to the young people in their care. Concerns about poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training.

On a Category 3 or 4 visit this normally requires at least one of the group's leaders to have an appropriate and current first aid qualification. (6-8 hours of emergency aid training is the minimum recommended for leaders on educational visits.)

Every member of staff or adult supervisor MUST have been DBS checked by Wootton Academy Trust in the last 12 months.

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The '*National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom*' provides recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Executive Principal via delegated responsibility to the Lead EVC. This will often be after consultation with the Visit Leader and external advisor if necessary.

It is generally good practice to have at least two adults accompanying any offsite experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least three adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities and those with indirect or remote supervision.

7. Selection & Suitability of Accommodation or Venues to be Visited

As part of the overall risk assessment process and, in keeping with their legal duty of care, the Visit Leader must take reasonable steps to check that any accommodation used (e.g. youth hostel) and any venues that the group plan to visit (e.g. castles or museums) are suitable, satisfactory and acceptably safe. Many organizations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a '*Learning Outside the Classroom Quality Badge*'. However, if necessary, the external provider contract can be sent to the manager of the accommodation to be used or venue to be visited requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Visit Leader should, wherever reasonably practicable, undertake an exploratory visit to inspect and familiarize themselves with the accommodation to be used and venues to be visited.

8. High Risk Activities & Environments

Leaders who organize visits involving high risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 & 2 (day), Category 3 (UK residential) and Category 4 (overseas) visits which involve high risk activities and environments are classified as Sub-Category 'R' and must be recorded on Evolve and approved by the EVC Administrator, Lead EVC and external advisor.

Visit Leaders and other supervisors must be sufficiently competent to supervise students in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) Award, where appropriate.

Visit Leaders should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels) and all staff should be aware of these possible contingencies. The EVC Administrator or Lead EVC will sometimes ask to see and check these plans.

9. Risk Assessments & Management

Wootton Academy Trust has a legal duty of care for its young people and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Visit Leader should undertake an appropriate risk assessment for each visit and this should be shared/discussed/agreed by all accompanying staff before the visit takes place. Appropriate written evidence of this process MUST be provided online via Evolve.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. Risk Assessments completed for previous visits must not simply be resubmitted without due consideration about possible improvement.

Regarding school specific policies/procedures:

- All relevant Category 1 generic risk assessment forms for sports fixtures are reviewed, amended and agreed at the start of each academic year by all relevant staff.
- These generic forms are stored in a clearly marked file in the PE office and with the EVC – staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.
- An additional specific risk assessment should be completed by the Visit Leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit.
- Risk Assessments provided by providers, venues etc. may be included but Visit Leaders should show consideration to other student, transport or school issues.
- Completed assessments are checked/approved by the EVC Administrators and Lead EVC.

10. Insurance & Finance Arrangements (including Charging Arrangements)

The Trust ensures adequate insurance arrangements are in place for all educational visits and Visit Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Leaders should also check that any external service providers have sufficient public liability cover (normally at least £5M).

The School pays annually for insurance which covers all school visits within the UK and those undertaken abroad (providing the visits are correctly approved).

The Visit Leader and EVC should ensure that:

- ▶ Each visit is accurately costed and budgeted for.
- ▶ Adequate allowances are made for additional unforeseen costs and changes in circumstances.
- ▶ Financial plans – especially for more complex visits – are checked over and agreed in the first instance by the EVC Administrators or Lead EVC before financial commitments are made.
- ▶ For visits that involve substantial financial commitment (e.g. overseas visits), no firm bookings or financial commitments should be made until the visit has been agreed and has received ‘Initial Approval’ from the Lead EVC.
- ▶ The costs of the visit are made clear to all concerned (including parents), including how much will come from school funds and how much each parent will be charged or asked to contribute.
- ▶ Money collected for visits is kept in a separate school account and secure systems are in place to ensure that money is accessed and accounted for correctly.

Charging Arrangements

(Please see the Trust Charging & Remissions Policy for more details.)

No compulsory charge may be made in respect of any activity which is deemed to take place wholly in school hours and for educational reasons.

The school will not make a compulsory charge for:

- * Any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- * Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
- * Transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but where this occurs it must be clear to parents that any contribution is genuinely voluntary.

The School may charge for activities that are provided wholly or mainly outside school hours. However, any extra charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of participating students. The costs for the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are expected to contribute.

11. Overseas Visits

All overseas visits (Category 4) require external advisor approval as well as Trust approval. Due to the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from the Lead EVC before parents or the School make any commitments. It is good practice, wherever possible, for the Visit Leader to make an exploratory visit to a location. If this is not reasonably practicable, the Visit Leader should gather sufficient appropriate information and assurances (via a website/teacher pack) about the location and facilities. The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital. The Visit Leader must ensure that the party is covered by comprehensive insurance which covers all travel and planned activities. It is recommended that students carry a note in the relevant foreign language to help reunite them with the group should they get lost. Students should also carry their EHIC cards with them when in the EU. Partner schools abroad are expected to make maximum practicable use of the facilities for vetting that are available in their own country. New organisers of ski visits, overseas expeditions or other complex overseas visits should obtain specific training and guidance from the Local Authority before organising a visit.

12. Transport

As part of the overall risk assessment process, the Visit Leader must take reasonable steps to check that any transport used during the visit is suitable, satisfactory and acceptably safe and that any specific Local Authority or legal requirements are met. Leaders should refer to the '*National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom*' assessments which give detailed recommendations for all standard forms of transport.

For the safe supervision of students on coaches/buses, Visit Leaders are required to:

- * Ensure staff sit in various locations, spread throughout the coach.
- * Sit near emergency exits.
- * Carry a first aid kit and a Wootton Academy Trust mobile phone.

For visits that require the use of staff cars, drivers **MUST** have business insurance cover. Carrying students in cars is discouraged and should only be done under chaperone when there is no other practical alternative.

13. Parent/Carer Information & Consent

The Visit Leader and EVC Administrators must ensure that parents/carers are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/carers of each student on a visit are asked to complete and sign a written consent form whether it be an annual 'rolling' consent for routine visits (Category 1), or specific consent for a particular visit/activity (Category 2, 3& 4). There is no legal requirement to obtain parental consent for visits/activities during normal school hours, but it is nonetheless good practice. Therefore, Wootton Academy Trust policy is to inform parents/carers to seek consent for any activities about which parents/carers might be particularly concerned.

Details of any special/medical needs of students are collated by the Visit Leader and supervising staff are briefed and trained accordingly. Parents/carers are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the Resources Section on Evolve. Parents/carers should be clearly informed of the arrangements and responsibilities for collecting a student after a visit. The Visit Leader must obtain parent/carers contact details for all students on the visit.

Where a trip is residential or involves leaving the UK, it is considered best practice to invite parents/carers to attend a briefing in school.

14. Staff Briefing & Emergency Procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Visit Leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more emergency home contact(s) who should be available at any time during the visit.

The Visit Leader must ensure that staff have immediate access to the emergency contact details of the senior member of staff designated as the 'Local Point of Contact' (LPOC) and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kit for visits is stored in the Main Office and is required to be signed out at the beginning of the trip and returned at the end. The Visit Leader is responsible for making sure the first aid kit is adequately stocked before taking it away from the Main Office.

Local Points of Contact (LPOCs) should be fully briefed before the visit is undertaken and must be left with a full Field File.

Visit Leaders should identify two Local Points of Contact:

- LPOC 1 should be contacted in the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention. LPOC 1 should have experience of the type of trip/visit being undertaken.
- LPOC 2 should be contacted in the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention. LPOC 2 should be a member of the Senior Leadership Team and have access to the contact details of the Executive Principal or Chair of Governors.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly with regard to issues such as smoking and alcohol use.

Only Wootton Academy Trust mobile telephones should be used. These can be booked out from Wootton Upper School Finance Office.

15. **Briefing & Preparation of Young People**

Providing relevant information and guidance to students is an important part of preparing for all school visits. Students should be briefed about safety arrangements and what clothing and equipment should be taken. Leaders must ensure that Students clearly understand what will be considered unacceptable behaviour or conduct and the consequences of non-compliance. During any time that remote supervision takes place, the Visit Leader must ensure that students are aware of the supervision and emergency contact arrangements and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. When considering remote supervision, staff should take into account the students, location, surroundings, etc. Students should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach students how to recognise dangers and manage risks sensibly. Students should carry an emergency contact card on them at all times (they must do this on a Category 3 or 4 trip) detailing staff and accommodation details contact details.

16. **Documentation (& Visit Records)**

The Evolve online database will store key elements of all visit details securely and indefinitely. If a minor incident occurred during the visit, the Trust disposes of the paperwork after a period of six years. If a significant incident occurs during a visit which could be investigated at a later date, all relevant details are retained until the young person reaches 21 years of age.

The Trust specific policy regarding documentation and visit records states that, in particular, any incident or near miss should be recorded using the documentation on Evolve.

17. Visit Approval

All visits are submitted for initial and final approval using Evolve. Guidance on how to use Evolve is provided on an annual basis by the EVC Administrators and Lead EVC.

18. Visit Approval Status & Feedback

Initial and final approvals are given by e-mail via Evolve.

19. Amendments to Visits

If there are significant late changes to visit plan that have already been approved or submitted for approval, the Visit Leader must notify all relevant approving authorities of these changes and ensure that their additional consent is given.

20. Post Visit Review & Evaluation

It is good practice for Visit Leader, on returning from a visit, to review the visit and to evaluate and record any examples of good practice and lessons learnt that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents or near-misses. It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

Visit Leaders should take several blank photocopied pages from the Trust's accident book to record details of any incidents. These can then be copied or added to the Trust's accident book on returning home.

Serious incidents must be notified to RIDDOR (the HSE's '*Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995*') and to the Local Authority using the procedures and standard forms (available from the Estates Manager's office).

Post visit reviews and evaluations should be recorded and stored on Evolve.

Post visit reviews and accident/near miss records are reviewed regularly by the EVC. Any lessons learnt are shared with all relevant staff and any necessary changes made to procedures.

After any major accident, the Trust will undertake a review of the incident and their emergency procedures. Staff are encouraged to express any concerns regarding the organization and management of visits in writing to the EVC and Executive Principal; these will be taken seriously and dealt with in confidence.

EMERGENCY PROCEDURES DURING A VISIT

If an emergency¹ occurs during a visit, the main factors to consider include:

- a) Establish the nature and extent of the emergency as quickly as possible.
- b) Ensure all students are safe and looked after.
- c) Establish the names of any casualties and get immediate medical attention for them.
- d) Ensure that all group members who need to know are aware of the incident and are following emergency procedures.
- e) Ensure that a member of staff accompanies casualties to hospital and that the rest of the group is adequately supervised at all times and kept together.
- f) Notify the police, if necessary.
- g) Notify the British Embassy/Consulate if an emergency occurs abroad.
- h) Inform LPOC 2. The LPOC 2 contact number should be accessible at all times during the visit.
- i) LPOC 2 should inform the Executive Principal after first assisting the Visit Leader.
- j) Details of the incident to pass onto LPOC 2 should include the nature, date and time of the incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken and action to be taken (and by whom).
- k) Notify insurers, especially if medical assistance is required. (This may be done by LPOC 2.)
- l) Notify the provider/tour operator. (This may be done by LPOC 2.)
- m) As soon as possible, accurately write down accurately all relevant facts and witness details and preserve any vital evidence.
- n) Keep a written account of all events, times and contacts after the incident.
- o) Complete an accident report as soon as possible.

¹ i.e. in the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention.

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- p) No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the designated media contact (usually the Executive Principal)
- q) No-one in the group should discuss legal liability with other parties, nor admit any liability.
- r) The main factors for LPOC 2 to consider include:
- Ensure that the group leader is in control of the emergency and establish if any assistance is required.
 - Contact parents – contact numbers need to be available at all times while the group is on the visit. LPOC2 should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
 - Liaise with the Executive Principal
 - LPOC2 should act as a link between the group and Trust and arrange for the group to receive assistance if necessary.
 - Liaise with the media contact (usually the Executive Principal)
 - The reporting of the incident using the appropriate forms if necessary.
- i) Some incidents are reportable under the '*Reporting of Injuries, Disease & Dangerous Occurrences Regulations 1995*'. Any relevant incidences should be reported immediately.

This policy has been reviewed and revised by:

Name Position

Signature Date

This policy has been agreed by:

Name Position

Signature Date