

**Policy and Guidelines
for Educational Visits at
St. Edmund's Catholic Primary
School, Skelmersdale.**

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1. INTRODUCTION

This document is written to comply with Health and Safety at Work Law. As an employer the Governing Body has a statutory responsibility for Health and Safety. Employees also have responsibilities. This document, and the accompanying Appendices and Forms, sets out the Governors' safety policy for off-site educational visits and participation in adventurous outdoor activities, and the arrangements for the implementation of the policy.

The Governing Body considers that these procedures and guidelines represent best practice. They will be kept under review and updated as necessary.

This policy document must be read in conjunction with the current editions of the following documents which are **essential reading** for any school, service or educational establishment involved in the planning, organisation and supervision of educational visits and adventurous activities, to which various cross references are made:

1. 'Safe Practice in Physical Education' published by The British Association of Advisers and Lecturers in Physical Education (BAALPE).
2. Health and Safety of Pupils on Educational Visits. DfES publications (HASPEV)
3. The 3-Part Supplement to Health and Safety of Pupils on Educational Visits. DfES publications
4. Health & Safety: Responsibilities & Powers. DfES publications.
5. RIDDOR 95: A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. HSE Books (L73).
6. Lancashire County Council's Health and Safety Policy.
7. Education and Cultural Services Directorate Health & Safety Policy and The Lancashire School Safety Manual.

All activities with young people out of doors are associated with the possibility of misadventure. Safety for educational visits and for outdoor adventurous activities is critically dependent on the quality of leadership and although these guidelines aim to minimise the potential for misadventure, it must be recognised that the elimination of risk cannot be totally guaranteed. Occasionally circumstances that could not have been foreseen by even the most experienced leader may be encountered. **For this reason it is important, for example, that a visit that has been run successfully many times does not engender complacency, and planning should be undertaken in the same way as for a visit being run for the first time.** ([See Appendix 1](#))

2. APPROVAL AND REGULATION OF VISITS

In fulfilling its duties under Health and Safety Law the Governing Body requires that all staff and volunteers comply with the procedures outlined in this document and must obtain appropriate approval for educational visits. For certain categories of visit, staff must seek and obtain approval from the Governing Body. In distinguishing which type of visits require Governor approval the following categorisation has been adopted:

TYPE A

- Educational relatively low risk off-site visits, up to one-day duration **(for activities involving water – see Type B)**

TYPE B

- Educational off-site visits on or near still or moving water.
- Visits involving Adventurous Activities.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK.

The role of the Educational Visits Co-ordinator (EVC) will be central to both systems of approval. Schools, Services and other educational establishments wishing to undertake Type A or Type B visits must ensure that a member of staff has been allocated to this role and that the person appointed is accredited and registered with the LEA and has attended the EVC training.

(NOTE: For visits to Lancashire Outdoor Education Centres, see Section 5.2.)

The term “adventurous” is subjective and if an activity is not covered in these guidelines it does not imply that it is non-adventurous. Further clarification and advice should be sought if there is any doubt about the classification of an activity. Initial contact should be made to General Administration at County Hall ([See Appendix 8](#))

Type A Visits

Responsibility for approval rests with the Headteacher.

Type B Visits

The Governors retain responsibility for the approval of all Type B visits proposed by any member of staff.

There will be NO VISITS OUTSIDE THE UK.

Where visits are planned to take place at a non-Lancashire centre, advice should be sought from General Administration (See Appendix 8). Notification is required for the activities regardless of who the supervising staff may be. These same guidelines apply for activities organised by a

third party for example a commercial organisation, for which an approval checklist should be completed (See [FORM 7](#)).

The LEA would not normally require notification of on-site problem solving and other initiative exercises undertaken at the school unless significant elements of other activities are included involving safety equipment e.g. rock-climber's harnesses, ropes and karabiners. In these circumstances, instructors must be appropriately qualified and approved.

Further clarification should be sought from General Administration (See Appendix 8) if there is any doubt about qualifications or notification requirements. Information is also available on the LEA website detailed below.

N.B. In relation to the above, the following information will be available on the Lancashire County Council Internet site which is accessible to EVCs, via password protection. (User Name: s08050 Password: karaoke)

- a) Activities approved, but not yet run.
- b) Unapproved activities.
- c) Information as to County Approved Instructors (see [Appendix 10](#) Criteria for Approval of Instructors).
- d) Generic Risk Assessments.
- e) County Approved Activity Centres.
- f) EVC Notice board.

The web address is:

<https://lccsecure.lancashire.gov.uk/edIntact>

3. SUPERVISION

3.1 DUTIES AND RESPONSIBILITIES

3.1.1

Responsibilities Applicable to all Staff Involved in Educational Visits

All staff members should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff. They should fully understand and be comfortable with their role before accepting their place on the visit.

All staff must:

- (a) conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils;
- (b) inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them;
- (c) recognise the limits of their responsibilities and act within these at all times.

- (d) report to the visit leader any concerns they may have concerning pupil behaviour or well-being during the visit.

Greater levels of responsibility will normally be assigned to teachers than to adult helpers, and a higher standard of care is expected of them.

3.1.2

Responsibilities of the school's Governing Body.

As part of their responsibility for the general conduct of the school, the governing body have developed a policy for the effective and safe management of educational visits. This policy should includes:

- (a) The nomination of the headteacher or senior member of the teaching staff to undertake the duties listed in Section 3.1.3;
- (b) The adoption of school procedures for the management of educational visits, consistent with LEA requirements;
- (c) A requirement that all educational visits have specific stated objectives which are appropriate for the participating pupils (see [Appendix 1](#)),
- (d) The identification of categories of visit which require the specific approval of the governing body ([FORM 8](#) refers);
- (e) The adoption of a charging and remissions policy (see Appendix 6);
- (f) The adoption of procedures for responding to an emergency, consistent with LEA requirements (see Section 7).

In addition the Governing Body will consider the appointment of a named Governor to assist the Headteacher/Educational Visits Coordinator in monitoring the school's procedures.

3.1.3

Responsibilities of the Headteacher or Educational Visits Co-ordinator

The Headteacher is responsible for ensuring that all school activities are properly planned and appropriately supervised and that governing body and LEA policy is implemented.

In respect of educational visits the headteacher, with the approval of the governing body, may delegate some or all of their responsibilities to a senior member of the teaching staff, nominated as "educational visits co-ordinator". This person should ideally have experience as a visit leader over a number of years, and experience participating in the range of different types of visit organised by the school. Where no one member of staff possesses this breadth of experience the headteacher or nominated educational visits co-ordinator should seek advice from other appropriately experienced members of staff or external advisers as required.

The appointment of an educational visits co-ordinator is a requirement if undertaking any off-site visits. Where the EVC is not the headteacher, the headteacher retains overall responsibility.

For simplicity, “headteacher” is used throughout this document to refer to the person taking the particular responsibilities listed below:

- (a) Ensure that the planning of visits complies with the LEA Policy and Guidelines on Educational Visits (see Outline Document and [FORM 8](#)).
- (b) Ensure that visit or activity specific risk assessments ([FORM 5](#) refers) are undertaken.
- (c) Approve the appointment of visit leaders, assistant staff and voluntary helpers. (See [Appendix 4](#))
- (d) Verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved (see Section 3.2)
- (e) Ensure that the visit leader is allowed sufficient time to organise the visit properly.
- (f) Organise the transport, as appropriate (see [Appendix 5](#) and section 9.2.5)
- (g) Organise and monitor the training / induction of visit leaders and assistant staff / voluntary helpers as appropriate.
- (h) Organise emergency planning for educational visits at school level ([FORMS 9 and 10 refer](#)).
- (i) Monitor visits, including accident and near miss reporting, and review school procedures ([FORM 4](#)).

3.1.4

Responsibilities of ALL Staff who lead or instruct their own groups in Adventurous Activities

Staff **must** be registered and approved by the LEA, conforming to the minimum National Governing Body Award qualifications and levels itemised in Appendix 10, Criteria for Approval of Instructors. To register, staff must complete [FORM 6](#) and forward, with the relevant documents, to General Administration, County Hall (See [Appendix 8](#)). Reference should be made to Appendix 3 Leader’s Checklists; Appendix 9, Guidance Notes for Outdoor Activity Equipment and Appendix 11 Briefing Sheets for Instructors.

3.1.5

Responsibilities of the Visit Leader

The visit leader must recognise that whilst leading the visit he or she is in effect representing the headteacher. The visit leader must: -

- (a) Ensure the overall maintenance of good order and discipline during the visit;
- (b) Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit (See [Appendix 7](#));
- (c) Ensure that all members of staff are fully briefed as to their roles and responsibilities;
- (d) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.

The visit leader is also responsible for ensuring that participants conduct themselves with due respect for the environment and the local community.

Visit leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document.

Visit leaders must inform the headteacher if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely (See Appendix 3).

3.1.6 Responsibilities of Nominated Group Leaders

Group leaders whether teachers or adult helpers, have a common law duty of care towards the pupils in their charge.

Group leaders must recognise their responsibilities:

- (a) Maintaining good order and discipline;
- (b) Ensuring the safety and well-being of the pupils in their care (see [Appendix 7](#));
- (c) Informing the visit leader of any incident involving the pupils in their care, which has implications for pupils' health and safety, general welfare or the good order of the visit as a whole ([FORM 4](#)).

3.1.7 Responsibilities of the Governing Body

The Governing Body has a duty under Health and Safety legislation to safeguard its employees in the course of their employment, and to ensure the safety of others who may be affected by the actions of its employees. This implies a responsibility for the safety and well-being of all staff and pupils participating in educational visits.

To ensure that these responsibilities are met the Governing Body:

- (a) Maintains regulations and procedures governing certain types of educational visits;
- (b) Provides guidance for organisers of educational visits;
- (c) Monitors and keeps under review these regulations and guidance;
- (d) Provides training opportunities for visit organisers and activity leaders.

3.1.8

Responsibilities of the Local Authority's Technical Adviser

- (a) **The Technical Adviser has the authority to stop any activity where it is considered unsafe practice is observed.**
- (b) To ensure that systematic monitoring is undertaken from database information.
- (c) To check on the effectiveness of administrative systems e.g. notification processes, parental / carer consent and medical information ([FORM 3](#)), emergency procedures and base contacts.
- (d) To observe a sample of activities listed.
- (e) To encourage and motivate individuals and offer advice, to practitioners, participants and the policy makers, if appropriate. To promote standards of safety and good practice.

3.2 RATIOS

It is important to have a high enough ratio of adult supervisors to pupils/ young people for any visit. The factors to take into consideration include:

- Gender, age and ability of group;
- Pupils / young people with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision (see also Appendix 4)

NOTE: if adults are less experienced in the activity, then more of them may be required to ensure adequate supervision.

- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation / location to be visited;
- Competence and behaviour of pupils / young people;
- First aid cover.

Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources.

However, the following are regarded as the minimum ratio acceptable on any visit:

- **1 adult for every 6 pupils/young people in school years 1 to 3 (under 5s in reception / foundation classes should have a higher ratio);**
- **1 adult for every 10 pupils / young people in school years 4 to 6;**
- **1 adult for the first 10 pupils / young people and then one additional adult for every 20 pupils / young people or part thereof, for pupils/young people in school year 7 and above.**

IMPORTANT NOTE:

- **A minimum of 2 staff, which includes at least 1 full time teacher, should accompany pupils / young people on any visit.**
- **If any adult accompanying the visit has a child or children in the party of pupils / young people, then one other adult must be added to the relevant minimum ratio. (For the situation where an adult brings a child who would not ordinarily be one of the party, refer to 3.2.1)**

The only exception to the above is as follows:

For short journeys between schools for school matches or similar supervised activities, or for school journeys completed within one school session, one teacher / worker (or other responsible adult approved by the Headteacher) should accompany each group of pupils. Where a vehicle is hired with a driver, the accompanying adult shall be in addition to the driver.

Visit leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. Some non-residential visits with mixed groups will need a teacher / worker from each sex; the school will need to decide where this is appropriate.

When a visit is between the school and another education establishment for the purpose of receiving education at the second establishment (e.g. integration visit from a special school) then a pupil can be accompanied by any member of staff approved by the Headteacher.

3.2.1

Own Children (not being part of the class or group)

It is known that, in some cases, arrangements are made for a member of staff or a volunteer to take with them a child or children who would not otherwise be one of the group taking part in the visit or activity. This situation would usually arise where an adult brings along his or her own child(ren), and possibly a friend. The Governors do not endorse this practice, and staff and volunteers are encouraged to arrange their visits and activities in such a way that this does not happen. It must be clearly understood that, if an adult does bring along another child or children in this way, there are certain consequences, which must be acknowledged. The most significant of these are:

- The adult must be wholly discounted for the purpose of calculating any adult / pupil ratio.
- It is possible that insurance arrangements will NOT provide cover of any sort in respect of those children. Accordingly it is the responsibility of the adult concerned to arrange whatever insurance cover they consider appropriate.
- The Governing Body takes the view that responsibility for the health, safety and welfare of such child(ren) lies entirely with the adult who has brought the child(ren), and not with the other staff / volunteers, or with the Governors.

3.3 FIRST AID

First aid which is appropriate to the activity being undertaken should be available and accessible at all times during Type A and Type B visits. The Head teacher will identify the level of first aid cover and the number of qualified first aiders needed based on the risk assessment. Generally speaking, for most Type A visits, it will be sufficient that the group leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried. However, this will be subject to the risk assessment findings and will depend upon other considerations (for example, the numbers in the group, the likely activities proposed, etc.)

For all Type B visits, it is a requirement that the Governing Body is satisfied that a suitably qualified first aider is present at all times when the pupils are off the school site. On any kind of visit, all adults in the group should know the emergency arrangements and how to contact the emergency services. (See [FORMS 9 and 10](#) and [Appendix 7](#))

4. APPROVAL OF INSTRUCTORS FOR ADVENTUROUS ACTIVITIES

In order to ensure that young people are supervised safely when engaging in adventurous activities, the Governing Body requires staff to comply with the systems developed by the LEA which has developed a system of approval for Teachers and Youth Workers who wish to be instructors (see [Appendix 10](#)). Application to be a Registered Instructor should be made on **FORM 6** and returned, with the necessary documentation, to General Administration at County Hall (see [Appendix 8](#)).

All instructors in adventurous activities must be approved before undertaking any work with young people. If using an Outdoor Education Centre or other provider with a current AALA licence, staff with 'in-house' qualifications will generally be accepted to work with LEA groups.

A set of safety guidelines is no substitute for competent, flexible leadership that is invariably the product of considerable experience. Lists of prescriptive rules cannot cover every eventuality and may be seen to lead the less experienced into situations beyond their abilities. Staff and volunteers who hold qualifications will have undergone appropriate training and be conversant with codes of practice relating to the activity they are qualified to lead.

It is important to realise that, for example, an assessment for a National Governing Body Award does not imply that the holder necessarily has any current relevant experience, which is an essential element of safe practice.

Recent experience must be evident as proof of competence, combined with appropriate qualifications and a current first aid certificate appropriate to the activity.

At all times Instructors should be aware of the greater safety responsibilities while Young People are in their care. Even the most experienced instructors should remain constantly aware of these principles and keep up to date with Health and Safety procedures and policy.

5. ADVENTUROUS ACTIVITIES **SUPERVISED BY THIRD PARTIES**

This section relates to the use of commercial or other independent organisations for the provision of adventurous activities for young people ([FORM 7](#) refers).

5.1 GENERAL

As a general rule, the same minimum standards and expectations apply to a third party provider as for the provision of activities within the LEA. Unless the operating standards of a centre are known, it is recommended that a pre-use visit / inspection be undertaken with the express aim of evaluating the operating procedures and facilities. Although this can be achieved by the use of the postal questionnaire, the additional information that can be gathered and peace of mind that results from a visit is very worthwhile.

- **Does the centre have experience of working with the correct age range/ability range that you propose to take on a visit?**
- **Is the emphasis between educational experience, activity holiday and personal development, as you would wish it?**
- **Will the centre work with you to provide a suitable programme, or are you limited to simply “buying-in” to their regular programme of events?**

A frequent area of confusion occurs at the point of transfer of responsibility between centre-staff and the visiting staff. It must be clearly established who has pastoral responsibility at each stage of the day. Some centres may provide expert cover only during the activities, whilst others may do so for evening activities also. The resources available for visiting staff to use and the periods (if any) when they assume any responsibility for the group must be clearly understood by all parties. When unclear about a centre that offers adventurous activities that fall ‘out of scope’ for AALA licensing purposes, please seek initial advice from General Administration at County Hall (See [Appendix 8](#)).

N.B.

Staff with ‘In-House’ qualifications (as distinct from National Governing Body Awards) at centres with a current AALA licence will generally be accepted to work with LEA groups.

The Governing Body endorses the LEA’s recommendation that when possible, the school should make use of centres run by Lancashire Outdoor Education:

- a) **Borwick Hall;**
- b) **Hothersall Lodge Field Study Centre;**
- c) **Tower Wood Outdoor Education Centre;**
- d) **Whitehough Outdoor Education Centre.**

5.2 OUTDOOR EDUCATION CENTRES MAINTAINED BY LANCASHIRE LEA

Activities at centres run by Lancashire Outdoor Education (LOE) have already been fully risk-assessed and approved by the LEA. If a school or organisation proposes to undertake adventurous activities at one of these LOE centres, then **it will not be necessary** to carry out a risk assessment in relation to the adventurous activities undertaken at the LOE centre; provided that:

- LOE centre staff are responsible for supervision of the adventurous activities,
- The activity being undertaken is part of a course approved by the LOE centre, and
- The school/organisation complies fully with all terms, conditions and requirements as notified by the LOE in its booking and contract documentation, and with any directions given by LOE staff.

Provided that the above are complied with, the adventurous activity aspect of the visit need not be risk-assessed, and approval for the visit may be given in accordance with Type A.

N.B. The school or organisation retains responsibility for:

- **travel to and from the Centre (see [Appendix 5](#)),**
- **the evening programme (unless it forms a part of the central package provided by LOE,**
- **overnight supervision (unless it has been arranged for supervision to be provided by LOE),**
- **supervision at mealtimes.**

For all the above aspects of a visit, it will still be necessary for a risk assessment ([FORM 5](#)) to be carried out and for approval to be obtained, as appropriate (i.e. Type A or Type B).

If it is proposed that anyone other than LOE staff will be responsible for supervision in relation to any adventurous activity, then this will mean that the trip or visit becomes a Type B visit, and all relevant requirements must be fully complied with.

6. UNACCOMPANIED ACTIVITIES/ REMOTE SUPERVISION

The Governing Body **will not approve Unaccompanied Activities or Activities Requiring Remote Supervision** such as The Duke of Edinburgh's Award.

7. EMERGENCY PROCEDURES

7.1 INTRODUCTION

Despite good planning and organisation there may be incidents, accidents and emergencies which will require an on the spot response by the visit leader/instructor. These cannot be comprehensively defined but range from temporarily lost children, minor injuries and food poisoning to more serious injury or fatality.

The procedures to be followed in the event of an incident, accident or emergency are provided below ([FORMS 9](#) and [10](#) refer).

7.2 PREPARATION BEFORE AN ACTIVITY

A contact should be identified at the base from which the activity / visit is initiated. The Governors have agreed that this should be the Headteacher or the designated EVC within a school. The vital roles of the Visit Leader and the **Headteacher/Base Contact** must be fully appreciated by all concerned.

This Headteacher/Base Contact should have:

- Telephone numbers (both in and out of hours) of two designated senior members of staff.
- A full list of names, addresses and telephone numbers of parents / carers of all of the young people involved and the next of kin of all adult group members and staff, plus copies of route plans and venues (see [FORM 9](#)).
- A copy of the parental / carer consent and medical information ([FORM 3](#)) for every child taking part in the visit / activity.

The visit leader, as above, should distribute a copy of the list of names etc. plus copies of plans to every adult accompanying the visit / activity. It is a requirement that a signed parental consent / medical information form ([FORM 3](#)) is obtained from the parents / carers of all young people participating in adventurous activities / visits. This necessitates the exclusion from such activities of young people who have not obtained, for whatever reason, the consent for any necessary medical treatment (see [FORM 10](#)).

Details of the medical information contained on the form should be carried by the visit leader and by every adult accompanying the visit / activity.

Staff responsible for supervision of the activity / visit should make themselves aware of the nearest accident and emergency hospital. The responsibility for implementing LEA emergency procedures is that of the visit/group leader.

NOTE ON USE OF CENTRES

Any third party provider / Activity Centre should have their own emergency procedures. A visit leader / organiser should request a copy, read and compare them with the LEA Policy and Guidelines. If the centre procedures are significantly different or appear deficient by comparison, before any booking is confirmed, a visit organiser / leader should agree with the centre management exactly what procedures will be followed. Centre staff and the visit leader should be made fully aware of what is agreed. If there is any doubt about the adequacy of the arrangements, the trip should not take place.

7.3 PROCEDURE IN THE EVENT OF AN INCIDENT, ACCIDENT OR EMERGENCY - THIS IS THE RESPONSIBILITY OF THE VISIT LEADER / INSTRUCTOR (see [FORM 10](#))

7.3.1 At the site of the incident

- a) Assess and establish the nature and extent of the emergency.
- b) Ensure that the remainder of the group is accounted for, safe and under control and assess your own safety. Where possible, delegate responsibility for the supervision of the rest of the group to a designated assistant, or senior group member.
- c) If there are injuries, immediately establish their extent, so far as possible, and administer first aid within your competence. If there is a more highly qualified first aider present, delegate this responsibility to that person.
- d) Establish the name(s) of the injured and call whichever emergency services are required. If this task is delegated to an assistant or senior group member, a written message should be given to be read over the telephone. The message should include the location of the incident, the time it occurred and the age(s) and condition(s) of the injured.

- e) Advise other group staff of the incident and that the emergency procedures are in operation.
- f) Ensure that an adult from the group accompanies casualties to hospital.
- g) Ensure that the remainder of the group is adequately supervised throughout and arrange for their early return to base.
- h) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young people are accounted for.
- i) Inform the Headteacher/base contact (see [FORM 9](#)). Control access to telephones until the Headteacher/base contact has been notified and until he or she has had time to contact other senior staff and those directly involved.
- j) Give full details of the incident i.e.
 - Name.
 - Nature, date and time of incident.
 - Location of incident.
 - Details of injuries.
 - Names and telephone numbers of those involved.
 - Action taken so far.
- k) Also identify telephone numbers with the Headteacher/base contact for future communication. (For serious incidents where the media may be involved, try to identify alternative telephone numbers, as other lines will soon become jammed.)

7.3.2 Additional Notes and Advice

- a) A record should be kept of the names and addresses of any witnesses
Any associated equipment should be kept in its original condition.
- b) Legal liability should not be discussed or admitted.
- c) No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- d) Do not allow anyone to see any group member without an independent witness being present.
- e) If someone tries to force a confrontation, do not do anything, but call the Police.
- f) Be as compassionate as possible with anyone involved.

7.4 NOTE REGARDING THE MEDIA

Visit leaders / instructors or other group members should not discuss any matter relating to the incident with the media until contact has been made with a member of the Corporate Communications Team. Referral to the Communications Team should be undertaken as soon as possible. **Under no circumstances should the name of any casualty be divulged to the media.**

Requests for comments from the media should be referred in office hours to:

**The Media Co-ordinator, County Hall, Preston
Tel: 01772 533537 (Office Hours are 8:45 – 17:00)**

Out of office hours requests should be directed via the **Emergency LEA Contacts 07771 663501**

7.4.1 DEALING WITH MEDIA INTEREST

The County Council has a number of trained and experienced officers who can help with media enquiries in the event of any incident involving a school or youth group.

The News Centre Team can help with advice on handling media queries, preparing and issuing statements and, if necessary, provide an officer at the incident scene or school to manage the media.

Today's technology means that the incident at your school could be reported around the world within minutes.

National and regional TV, radio and newspapers will descend on you very quickly and there are many of them. The Authority receives enquires not just from the BBC and ITV, but also Sky, Cable, the various arms of the BBC and a myriad of local commercial radio stations which will all want their own individual piece.

Corporate Communications Team will assist you to provide (or on your behalf) to media the facts. Whatever the incident the media will need a clear, factual statement saying:

- a) what has happened – without speculation,
- b) how many people are involved,
- c) how many casualties – depending on the incident this might be able to be left to the police,
- d) what happens next?

In recent years, the media needs have been changing. There has been change of focus to news reports, which look at the human face of events. This means that requests will be made for interviewees and children/parents/teachers will be stopped outside school / centres and asked to speak about events.

This cannot be completely controlled but by working with the News Centre schools/groups can try to make sure the right people are interviewed and the interests of the school/group are protected.

7.5 ACCIDENT REPORTING PROCEDURE

For all accidents the LEA's accident reporting procedure must be followed.

All accidents which are reportable to the Health and Safety Executive on Form F2508 now require that the F2508 is faxed to Caerphilly (South Wales) on 0854 300 9924. A copy of the form should also be sent to the Health & Safety Team, Education and Cultural Services Directorate, County Hall, Preston, along with Form HS1.

The RIDDOR regulations do not **only** apply to staff accidents. Accidents to non-employees (including children at school or whilst on school trips) which result in the injured person being taken to hospital, must also be reported to the HSE on Form F2508 by fax on 0854 300 9924. It is only necessary to telephone the HSE Incident Contact Centre if a very serious reportable accident occurs (e.g. fatality). - See Guidance on Accident / Incident Reporting for further details. The telephone number for this is: 0845 300 9923.

Further information can be obtained on the internet on:

www.riddor.gov.uk/infocontent.html

7.6 DUTIES OF THE HEADTEACHER/BASE CONTACT AND DESIGNATED SENIOR MEMBERS OF STAFF

Having been informed by the visit leader / instructor that an incident, accident or emergency has occurred and that the emergency procedures are in operation, the Headteacher/base contact should inform the Chairman of Governors (see section 7.2 above and [FORM 9](#)) and the LEA Designated Emergency Contacts. They may identify further actions or help required e.g. media communication, alternative & additional telephone lines, feeding, transport, involvement of Educational Psychology Service (see [Appendix 12](#) CIST Critical Incident Support Team).

The Headteacher should arrange to contact the parents / carers of those involved. In the case of a serious incident, the parents / carers of all group members should be contacted.

This person will also be responsible for acting as a link between the group involved, the LEA and the parents / carers.

Requests for information from the media would normally be dealt with in the same way as indicated earlier (see 7.4)

In the event of a major incident the designated LEA Officer Contact telephone numbers are set out in 7.7 below:

7.7 EMERGENCY LEA CONTACTS

(24 hours cover)	During Office Hours	Outside Office Hours*
COST Group Manager	01772 531316	07887 830854
COST Team Leaders:		
Central	01772 531699	07771 663498
North	01524 581204	07767 253947
South	01772 532718	07771 663501
East	01254 220520	07771 848643

These contact numbers are also listed in Appendix 8.

*[NOTE

Although the Committee and Office Service Team (COST) Officers are based in central / area teams, any one of these mobile numbers can be used.]

8. POST – ACTIVITY / SAFETY REPORT (Applies to BOTH Type A and Type B visits)

Occasionally there may be an incident or situation that could be classified as a “near miss” or “close call”. There is great benefit to be gained from discussing this with experienced colleagues enabling all parties to learn from the experience and preventing similar circumstances from arising again.

On return to base, visit leaders are responsible for completing the Post Activity / Expedition Safety Report. This should be returned to the EVC (who, after any appropriate action, will forward them on to the LEA General Administration, Youth and Community Service, County Hall) within 14 days of the end of the activity, giving details of any incidents, accidents or near misses and including recommendations where appropriate. This is a vital part of the monitoring system to ensure continuing safe procedures and practice. **FORM 4 must be returned to the LEA for all Educational Visits (including ‘nil’ returns).**

9. LEGAL IMPLICATIONS

9.1 INTRODUCTION

The potential for misadventure exists for many educational visits and adventurous outdoor activities, although the frequency of serious incidents remains very low. Of these rare incidents, few result in any form of litigation, but those involved in outdoor education / instruction should nevertheless know what their legal position would be in the event of a serious accident or injury to one of their group members.

Governors, teachers and Headteachers have a duty, in law, to take reasonable care for the health and safety of the pupils in their charge.

Governors and Headteachers equally have a duty of care for the health and safety of staff employed at the school. This duty essentially comes into being in one of two ways:

- a) Specific, defined obligations and duties are imposed by various statutes and Regulations, in particular the Health & Safety at Work Act 1974 (and associated Regulations). This Act requires that employees, pupils and any persons affected by school activities are not to be exposed to risks to their health, safety and welfare. The Regulations require that adequate risk assessments are carried out, and that effective measures are taken to manage any risks identified. Breach of the requirements of a statutory obligation could render a person liable to criminal proceedings. A criminal conviction carries a wide range of possible sanctions, including financial penalties and, of course, in cases of extreme criminal culpability, imprisonment.
- b) Irrespective of statutory provisions, there is a common law duty of care to pupils which arises by virtue of school staff being 'in loco parentis' in relation to children in their care. The concept has been redefined many times over the years, and the law now says that the standard of care expected from teachers is that of 'careful parents'. The law will, however, sometimes require a higher standard of care from teachers, as they are expected to have special knowledge and professional expertise as to many aspects of school life; not least the making of arrangements for the safe conduct of school trips.

Within the context of educational visits, this duty to care for the safety and welfare of pupils continues throughout the whole of the visit i.e. 24 hours a day, 7 days a week. The level of care and supervision should never be less away from school than it would be in school. It is particularly important for staff and volunteers to be aware that the possibility of accident or mishap exists at all times, day and night, whether or not formal activities are taking place.

Breach of the common law duty of care, or failure to discharge that duty of care, is negligence. That can lead to civil liability. Civil liability means that an award of damages or compensation will be made in respect of injury, death, loss or damage.

In order to ensure that they fulfil their legal obligations, teachers, leaders, Youth Workers and LEA employees must:

- Ensure that they comply with any relevant statutory provisions.
- Ensure that they act as a careful parent would act (subject to the higher duty expected, as mentioned above),

- Ensure that their actions take account of the age and known propensities of particular children,
- Exercise sound judgement in accordance with their knowledge, experience and training,
- Ensure that their actions are in line with well-developed and accepted practice.

Provided that all of these obligations are properly fulfilled, then teachers, leaders and Youth Workers and LEA employees should be secure against any legal claim or prosecution.

Advice or clarification concerning any issues of legal liability or responsibility can be obtained from the Legal Services Group (see [Appendix 8](#)).

9.2 LEA INSURANCE - NOTES FOR GUIDANCE.

9.2.1 PUBLIC LIABILITY INSURANCE

The County Council's Public Liability Insurance arrangements provide protection for the County Council in respect of its legal liabilities to third parties. These liabilities include the County Council's vicarious liabilities for the acts, omissions, etc., of its employees, paid or voluntary. There is no cover for the acts, omissions, etc.; of individual youth group members unless it is proved that the County Council or its employees are legally liable for such acts.

9.2.2 EMPLOYER'S LIABILITY INSURANCE

These insurance arrangements protect the County Council in respect of its legal liabilities towards employees, paid or voluntary. Hence, if an employee is injured during the course of, and arising out of his employment by the County Council, any sums which the County Council shall be legally liable to pay as compensation would be covered by the insurance arrangements.

9.2.3 PERSONAL ACCIDENT INSURANCE

The County Council holds a personal accident insurance policy, which provides cover for full and part-time employees and volunteers and includes:

- (i) Assault, including voluntary bomb searches
- (ii) Teachers, educational staff and Youth and Community Workers whilst engaged in voluntary activities approved by the County Council.
- (iii) Cover is also provided for employees whilst driving one of the County Council's vehicles (excluding vehicles obtained under the County Council's Car Contract Hire Scheme).

Benefits are payable under this policy in respect of death or permanent total or partial disablement and are based on a lump sum of £50,000 or five times the annual gross remuneration at the date of the accident, whichever is the greater (£50,000 for volunteers). The actual amount payable for permanent partial disablement varies according to the degree of disability. No cover is provided for weekly compensation in relation to temporary, total or partial disablement, except in relation to actual loss of earnings sustained by part-time or volunteer workers from employment other than with the County Council, where the weekly benefit shall be a maximum of £200 for two years.

N.B.

- a) It should be noted that the County Council does not insure any child against personal accident. This is the responsibility of the parent unless the school or the Authority notifies the parents that they have taken out a special insurance policy (see Section 10 of BAALPE). Schools are advised to consult an insurance agent / broker / company directly.
- b) Where the school is taking out its own insurance cover, the scope of that cover must be clarified and communicated to parents.
- c) It is important to stress that full and precise details should be given to all parties so that they are in no doubt as to the insurance arrangements and in particular as to what eventualities fall outside that cover.

9.2.4 PROPERTY INSURANCE

Premises that are owned by the County Council are covered under the terms of a 'blanket' Property Insurance Policy that provides cover against damage caused by fire, flood, storm, lightning, explosion, earthquake and aircraft. All other risks are carried uninsured by the County Council. The insurance of leased or rented accommodation would depend upon the terms set out in the leasing / rental agreement.

The Property Insurance Policy covers equipment and other general contents owned by the County Council, or for which the County Council is responsible, against the risks described above, all other risks being carried uninsured by the County Council. These insurance arrangements also apply in circumstances where equipment is being used on official business away from the usual premises/ situation.

N.B. There is no insurance cover for any property belonging to children, staff, instructors, or voluntary helpers.

9.2.5 MOTOR VEHICLE INSURANCE

All County Council-owned vehicles are insured under a comprehensive insurance policy, provided they are being used for authorised purposes. This policy also provides cover in respect of trailers being towed by County Council vehicles. Privately-owned vehicles are not covered under the County Council's policy.

Where employees and volunteers use their own vehicles on any school, educational establishment or Youth and Community Service activities, the only insurance cover in force for the use of the vehicle will be that which has been arranged by the employee / volunteer. It is important that the employee / volunteer is made aware that it is their responsibility to ensure that they have insurance cover which will extend to claims arising out of accidents involving their vehicle while being used for this purpose. Third party cover for use of a motor vehicle is, of course, a legal requirement for every driver under the Road Traffic Acts. Employees / volunteers should check with their insurer or broker that use of their vehicle in this way will not invalidate their insurance cover.

It is the responsibility of the school, educational establishment or Youth and Community Service to verify that the use of the vehicle for this purpose is covered under the terms of the employee's/volunteer's policy of insurance. This will either be by sight of the policy or certificate of insurance, or of a letter from the insurer or broker, confirming that cover will extend to use of the vehicle for this purpose. The documentation should also be checked to confirm that the employer of the employee / volunteer will be indemnified against liability to third parties.

9.2.6 INDEMNITIES

Where indemnities are requested to be completed, (e.g. for hire of residential centres) these should be forwarded to the Head of Legal Services, County Hall, (see [Appendix 8](#)) for appropriate approval and signature.

**MANAGEMENT OF HEALTH AND SAFETY AT WORK
REGULATIONS 1999**

GENERAL RISK ASSESSMENT - FORM RA2

DEPARTMENT/SCHOOL/UNIT	School Risk Assessment	REF NO.	RA 119
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TASK/OPERATION BEING ASSESSED	School Trips
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PURPOSE/METHOD OF WORK
<p>Many school trips are arranged each year, with numerous activities taking place. School trips will generally be provided for educational purposes, or to attend a sporting fixture.</p> <p>During the supervision of these numerous activities there could be risks to both students and members of staff. The risks involved are dependent on what the actual trip entails and its location.</p> <p>It is impossible to create a single model risk assessment for Geography school trips, as the permutations are far too great. Organisers of such trips should consult the Head for clearance and should refer to;</p> <p>The educational visits document</p> <p>The above mentioned documents clearly explain the considerations which must be undertaken during the planning of the visit and control measures should be implemented to reduce any foreseeable risk. The documents also provide detailed guidance on undertaking risk assessments for such trips.</p>

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Adventure Activities Licensing Regulations Road Traffic Legislation Health and Safety (Young Persons) Regulations-1997

LEVEL OF SKILL/TRAINING REQUIREMENTS
Organisers of school trips must have prior experience of supervising such activities. In many cases where sport or recreational activities are involved, staff or volunteers who are supervising must have specific detailed qualifications. First aid training Minibus Driving Qualification

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED
Depending upon the activity involved



MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Numerous	All persons involved in trip	<p>A specific risk assessment should be undertaken for each specific trip.</p> <p>In all organised trips it is essential to ensure that supervision ratios are adhered to.</p> <p>It is essential to ensure that anyone who may be driving a minibus or other means of transport has the appropriate training to do so and has received defensive driver training. It is essential to ensure all modes of transport have been checked for seatbelts and are worn by all passengers.</p> <p>It is essential to ensure that adequate means of first aid are provided on all school trips. Adequate means will be provided by carrying out an assessment of first aid in relation to the hazards involved in the actual trip.</p>

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	No
Is the risk considered to be	Low
Is a further detailed assessment required?	No
<p>If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.</p>	

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Is training and instruction required
Is there need for special accommodation
Is there need for test/examination
Is all P. P. E. compatible

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year

ASSESSMENT REVIEW PERIOD			
< 1 Year	2 Years	3 Years	4 Years

Signed

Post/Title

Date