



Curnow School

Educational Visits Policy

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our pupils enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good educational practice.

Purposes

Educational Visits can provide stimulus and support the work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised and all associated risks are minimised.

Review

This policy will be reviewed on a biennial basis by the Local Governing Body together with the Head Teacher of the school.

The Educational Visits co-ordinator is: **Rob Armstrong**

The Educational Visits Deputy co-ordinator is: **Sam Murray**

Health, safety and well-being sub-committee chair: **Helen Jones (Governors responsible for safeguarding including PREVENT, whistleblowing, CiC/PLAC)**

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits organised at Curnow School.

Educational Visits Coordinator:

The Educational Visits Coordinator will endeavour to ensure that:

- they have identified within all paperwork submitted a suitable group leader and a deputy lead for any proposed visit planned
- all necessary actions have been completed before the visit begins outlined within the risk assessment submitted by the visit lead
- they provide any guidance to the compilation of generic risk assessments required to make visits safe (Assessnet web site)
- they have signposted additional advice and guidance if necessary based upon the information received (risk assessments/additional control measures) in association with any educational visits to be undertaken
- ensure that visit leaders completes the additional control measures sheet which will be used to support the generic risk assessment identified through the Assessnet web-site and provide support to achieve this
- training needs have been met
- educational visits are monitored termly
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance
- the governing body has approved the visit if necessary
- parents have signed consent forms (as appropriate)
- arrangements have been made for all the medical needs of all the children and have been identified through risk assessments/individual safety plans
- all Individual Safety Plans are adhered to including identified staffing ratios
- the mode of travel is appropriate
- travel times out and back are known
- travel routes are identified on the appropriate paperwork
- there is adequate and relevant insurance cover
- they have knowledge of the out of school visits procedure if parents/carers need to be notified in case of any emergency or in case of any emergency (Emergency procedures when out of school – visit leader action card)
- that they have the names of all the adults and pupils in the travelling group, and the protocols identified for contacting parents/carers

Group Leader (Visit Lead)

One teacher/the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Head Teacher. The Group Leader will:

- ALWAYS appoint a deputy and name this person on the risk assessment undertaken to support the planned visit
- be able to control and lead pupils of the relevant age range
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents to enable them to assess risks and identify a group muster point in case of any incident
- undertake and complete a comprehensive risk assessment using the approved Assessnet risk assessment ensuring this is signed off by the Head Teacher/Deputy Head teacher BEFORE any visit takes place
- share this risk assessment with all adults who will undertake the visit
- ensure all paperwork is signed/dated which supports the risk assessment/additional control measures outlining this has been shared, known and understood
- have regard to the health and safety of the group at all times
- ensure that all resources are taken which support the needs of the pupils/party – e.g. – emergency asthma kit, emergency procedures when out of school action card
- know all the pupils proposed for the visit to assess their suitability
- observe the guidance set out for teachers and other adults below
- ensure that pupils understand their responsibilities (see responsibilities of pupils below)
- bring to the attention of the Educational Visits co-ordinator any 'incident' that has occurred whilst they are off site with pupils; in light of this the risk assessment will be reviewed as required
- sign pupils in/out of the school building in accordance to the agreed protocols filling in all aspects of the agreed template
- provide the office team with the relevant information in regards to contact telephone numbers (mobile number) of the Visit Lead and Deputy Lead before any visit commences

Deputy Lead (Deputy Visit Lead)

As a Deputy Lead there will be an expectation that you will be:

- sufficiently competent and confident to take over if the Visit Leader is incapacitated
- be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities you will need to be assigned
- Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to/reading/signing the risk assessments provided and additional control measures which support the assessment

Other teachers and adults involved in a visit

Teachers (Group Leader) on school-led visits act as employees of the LA or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head Teacher and Governors if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- ensure they have read and understood the generic risk assessment prepared for the visit;
- undertake an additional control measures assessment for each visit made ensuring this has been shared/read;
- do their best to ensure the health and safety of everyone in the group;
- follow the guidelines in each pupil's Individual Safety Plan/care plan including staffing ratios;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- carefully consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable;
- take a mobile phone and first aid kit;
- identify the route which will be taken on all visits either on foot or by car/bus using the agreed format before they leave the school premises;
- agree on who will be responsible for any medication which may need to be administered during the duration of the visit (this person **MUST** be assessed as being drug competent/compliant by the school nurse)

Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways. Any pupil who may be considered as becoming disruptive on the visit must be accounted for within the additional control measures identified. These additional measures will outline the alternative plan if a pupil becomes difficult to manage when undertaking an out of school visit.

Parents

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit which falls outside of the Individual Safety Plan agreed with them at their child's Annual Review.

Parents on school visits

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents **with appropriate clearance** may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of the particular needs of the pupil they are 'allocated' and have a copy of their Individual Safety Plan.

Teachers/Lead/Deputy Lead retain responsibility for the group at all times; this needs to be outlined to any parent who is supporting the visit by the visit lead/deputy lead.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil unless this cannot be avoided.

The group leader **MUST** identify on the additional control measures assessment the role of the parent(s) on the visit; it must outline the protocols determined and discussed/agreed with the parent(s) – e.g. – parents will help supervise their own child at all times but will follow the lead of the responsible adult allocated to their child etc .

Parents must be provided with the appropriate paperwork before any visit takes place – risk assessment and additional control measures, individual safety plans (as appropriate). Parents must also be expected to sign to outline that they understand their role/responsibility and they have received the risk assessment/additional control measures information before any visit takes place.

Family members

Each visit leader **must** seek permission of the Head Teacher if they wish to take their own family members (e.g. – children) on any visit; **family members will not be allowed to join any planned visit without prior permission.**

Planning off-site visits

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

Educational Visits approval

All offsite educational visits require Headteacher approval before they can proceed. However due to the nature and variety of some off-site visits it is strongly recommended that professional advice is sought by schools planning to take their students on a trip, that is anything of other than ordinary.

It is a Local Authority requirement for:

All maintained schools and any academies, or other organisations, which have purchased the Safety On Educational Visits SLA are required to submit the following types of visit to Cornwall Outdoors for endorsement.

Expeditions to remote area: 12 months

Foreign/residential visit: 3 months

Adventure activity (day): 1 month

Any visit submitted after the visit has taken place will not be endorsed by Cornwall Educational Visits.

The information should be submitted via the online EV form. (Appendix 1)

The Head Teacher is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the Educational Visits Coordinator and organiser of the visit or the group leader, but the Head Teacher must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The organiser / group leader **must** agree all plans with the Head Teacher at least TWO weeks before the visit takes place; these plans and associated risk assessment (including additional control measures) **MUST** be signed off by the Head Teacher/Site Supervisor **BEFORE** a visit takes place. ALL off site visits must be recorded via the off-site educational visits record (**Appendix 2**).

Risk Assessment

A generic risk assessment **should always** be carried out before setting off on a visit. (**See Appendix 3**) and See Guidance under 'Supervision'. The risk assessment should include the following considerations:

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit? (See section on Supervision.)
- Identify the muster point in case of any incident/fire

The group leader should also take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of supervisory staff;
- the group members' age, competence, fitness and temperament;
- pupils with special educational or medical needs;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing.

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

Additional Control measures (Appendix 4)

The school has designed an Additional control measures sheet which will identify the following:

- Context (nature of group/class)
- Staffing ratios required
- Lead name and Deputy lead name
- Risk/hazard associated with group
- Additional control measures to support identified risk(s)

Exploratory visit

Wherever possible the group leader will undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people;
- identify a muster point in case of any incident/fire

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

Crisis Planning/Course of Action (Appendix 5)

It will remain the responsibility of the visit lead/deputy lead follow the 'Emergency procedures when out of school protocols (Visit Leader Action card) which has been agreed by the Governors of the school (Appendix 4). Risk assessments completed before any visit takes place must identify the procedures staff need to follow in the case of any incident/crisis; it is the responsibility of the visit lead to share this risk assessment and information contained within it before any visit commences. There is an expectation that all staff who will be part of the visit team will read this and sign to say it has been read; copies will be retained by the school.

The visit lead will ensure they are in receipt of the 'Emergency procedures out of school – visit leader action card' overview before any group leave the school. If this protocol is initiated the school team are in receipt of the Receptionists Action card which details the information which will be required (**APPENDIX 5**); any staff member contacting the school to report an incident/crisis will be expected to provide the information required. Any risk assessment which informs and supports educational visits will identify how staff will respond to any tensions/ unforeseen dangers which will impact upon the visit, pupils and staff; this will include where the visiting party will convene to avoid any issue and how the current situation/ safety of the group will be communicated back to the school to enable the school to act in an informed way to the information received

NO member of staff will discuss ANY aspect of a crisis that may have been experienced whilst off site or the course of action followed by the school with members of the public or the press – this will include the use of social media. Any member of staff who does discuss any aspect may be subject to the disciplinary policy of our Special Partnership Trust. Staff members will be able to discuss any aspect which may cause concern with the Head Teacher/DSL or the CEO of our Special Partnership of the school on return to the school.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box/kit (stored in the upper school office and in the Nurses room at lower school)
- a person appointed to be in charge of first-aid arrangements identified within the risk assessment

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- the pupils' Individual Safety Plans including staffing ratios;
- sex, age and ability of group;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Each visit will be assessed individually through the school's generic risk assessment procedure for educational visits and further supported by the Additional Control Measures sheet undertaken by the visit lead.

Where there is more than one adult supervisor a group leader, who has authority over the whole party, should be appointed.

If the school is leading an adventure activity, such as canoeing, the LA or Governing Body must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell adults and their allocated pupils what to do if they become separated from the party (please refer to the 'emergency procedure when out of school' (**Appendix 6**)).

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity, measures which support this practice must be outlined within the additional control measures sheet used to support the risk assessment. On residential visits the group leader should consider whether such pupils will return home early.

Information to pupils

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils have as much understanding of key safety information as possible. We should always try to get the pupils to understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group
- emergency procedures
- rendezvous procedures

Pupils with medical and additional needs

The Head Teacher will not exclude any pupils from school visits due to medical/additional needs. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit (see Teacher and other adults section). The group leader will discuss all out of school visits with the school nurse for any pupil who has a known medical condition; the group leader will need to ensure that all medical care plans are taken with them on each visit. The group leader will ensure there are competent staff who will be able to administer medication as required.

Communicating with Parents / Guardians

Parents need to be aware that the teachers/group leaders on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- route of travel;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visit's objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to.

Parental consent

Curnow School will seek consent for:

- visits involving young children;
- adventure activities;
- visits abroad;
- other residential visits.

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head Teacher will need to consider whether the child may be taken on the visit or not. The School's parental consent form should be completed for each pupil in the group.

Residential visits (Refer to Educational Visits Approval)

Hostels and Hotels

The school will bear in mind the following:

- the group leader should ideally have adjoining rooms with staff quarters next to the young people's – we will always endeavour to obtain a floor plan of the rooms reserved for the group's use in advance;
- the immediate accommodation area should be exclusively for the use of the group;
- access by staff to student rooms must be available at all times;
- separate male and female sleeping areas for pupils and adults;

- ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel;
- security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- ensure that locks / shutters etc. work on all the rooms used by the group;
- storage of clothes, luggage, equipment etc., particularly safekeeping of valuables;
- adequate lighting – it is advisable to bring a torch;
- provision for sick, disabled pupils or those with special needs;
- safety in rooms (electrical connections, secure balconies);
- recreational accommodation / facilities for the group.

Coastal visits (Refer to Educational Visits Approval)

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. The group leader should bear the following points in mind in the risk assessment of a coastal activity:

- tides and sandbanks are potential hazards so timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc;
- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will **not** be allowed. **Paddling** will **only** be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance **and where this has been identified on the risk assessment/additional control measures**. Pupils should always be in sight of their teachers/group leader. One teacher should always stay out of the water for better surveillance.

Where paddling is to be allowed on a visit, pupils' Individual Safety Plans/care plans will be applied and outlined within the additional control measures sheet which supports the risk assessment.

Farm visits

Curnow recognises that farms can be dangerous even for the people who work on them. Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.

The basis rules for a farm visit will be:

We will **never** let pupils:

- place their faces against the animals or their hands in their mouths after feeding them;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;
- play in the farm area.

Safeguarding

It will be the responsibility of the visit lead to share the Tier 1 training leaflet for safeguarding where this is appropriate – e.g. – with Work Related Learning providers; this leaflet provides the relevant information relation to safeguarding detailing contact telephone numbs of the school, MARU, LADO and the emergency services including anti-terrorism coordinators. This leaflet additionally outlines our aims to help keep our children/young people safe.

Monitoring of the policy


The Health, safety and well-being sub-committee together with the Head Teacher and site supervisor will monitor this policy. The Head Teacher will bring to the Governors attention any amendments which may be necessary.

Monitoring and review


This policy will be monitored and reviewed by the Head Teacher and Local Governing body.

Policy approved by Curnow Local Governing Body	September 2025
Policy to be reviewed	Every 2 years
Responsibility	Head Teacher Chair Health, safety and well-being sub-committee

Appendix 1 – EV Form for Local Authority Educational Visit Approval



CORNWALL COUNCIL
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Together for Families Educational Visits

Signed in as **ramstrong@curnowschool.org.uk** (EVC)
School: **Curnow School**
22 May 2023

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Cornwall Educational Visits

This electronic EV form can be used internally within the school/establishment to submit details of any educational visit to the Manager/Headteacher/Educational Visits Coordinator for approval. Foreign, residential visits, adventure activity and visits that are more than 50 miles from base require the Manager/Headteacher's approval to be endorsed by Cornwall Educational Visits acting on behalf of the employer, in which case this system must be used to submit information to the Manager/Headteacher/EVC then Cornwall Educational Visits

Please note the notice periods below. If your submission does not meet the notice period please contact Cornwall Educational Visits as soon as possible on 07973 241824.

Expeditions to remote area: 12 months Foreign/residential visit: 3 months Adventure activity (day): 1 month Any visit submitted after the visit has taken place will not be endorsed by Cornwall Educational Visits.

Curnow School



**Curnow School Drump Road Redruth Cornwall
TR15 1LU**
Tel: 01209 215432 Fax: 01209 314205
ramstrong@curnowschool.org.uk


Visits to approve:

Destination	Leader Contact	Status
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System messages:

Sent	Subject	Message
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APPENDIX 2 - Curnow School Off-Site Educational Visits Record


Visit Leaders **MUST** complete the following form on departure from school.

Curnow School Off-Site Educational Visits Record - Visit Leaders **MUST** complete the following form on departure from school.

Date	Time Out	Visit Leader	Deputy Leader & Supporting Staff	Students		
Group Leader Checks (please tick or indicate if N/A)		Venue & Activity	Method of Transport and Route Taken (i.e Curnow – Chacewater – Truro College) A – Walking B – Minibus C – School Car D - Private Vehicle		Time Back	
First Aid kit						
Medication (Follow ISP' for individual pupils)						
Mobile phone (Name of person with mobile)						
Risk assessment and additional control measures						
Asthma pack						
SLT Informed		School Nurse informed		Reception informed		

Appendix 3 – Risk assessments and additional control measures

Visit Leaders and supporting staff must have signed all relevant risk assessments, or in the case of routine/simple visits they must have read the 'standard operating procedures'.




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Risk Assessment - 2685RA

Information valid as of 26/05/2022 11:12

Medium



General Details

Assessor	Rob Armstrong
Assessment Date	05/02/2021
Assigned Reviewer	Rob Armstrong
Next Review Date	10/02/2023

Operation Assessed	BF Adventure and overnight camp
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Associated with specific area


- Education
- Academy Schools
- Special Partnership Trust
- Curnow School

Description of work area and/or activity assessed

This risk assessment will be for staff and students when visiting BF adventure to participate in outdoor activities. BF have full responsibility for the delivery of the activities when on site and all staff/pupils will follow their guidance, risk assessments when participating in the Centre led activities.

Overall Current Risk

Medium



Persons Affected

- Children / Students
- Employees
- Volunteers

APPENDIX 4 - ADDITIONAL CONTROL MEASURES

These additional control measures support the generic risk assessment for :

Context -

It is the responsibility of the Lead person to make every staff member taking part in the activity aware of the generic risks, additional control measures and their own roles/responsibilities during the activity.

	Name	Date & sign
Lead		
Deputy		



Risk Factor	
Likelihood	Severity
Rare - 1	Insignificant - 1
Unlikely - 2	Minor - 2
Possible - 3	Moderate - 3
Likely - 4	Major - 4
Certain - 5	Catastrophic - 5

To calculate the Risk Factor multiply the Likelihood by the Severity.

Risk rating:
 Below 9 – Low Risk
 9 to 14 – Medium Risk
 15 or Above – High Risk

Risk or Hazard Description	Control Measures	Is this considered satisfactory? Y/N	Risk Findings
			Severity: Likelihood: Risk rating:
			Severity: Likelihood: Risk rating:
			Severity: Likelihood: Risk rating:
			Severity: Likelihood: Risk rating:
			Severity: Likelihood: Risk rating:

Head Teacher	Sign & date

If a School Minibus/Car or Private Vehicle is taken please ensure that the route being taken is this must be identified on the Educational Visits Record sheet prior to journey departure.

E.G - ADDITIONAL CONTROL MEASURES

These additional control measures support the generic risk assessment for : A visit by class 12 to the **Eden Project**

Context – Class 12 consists of a small group of students who require higher staffing ratios to support their individual needs. When the group are using community facilities this usual staffing ratio will need to be increased to ensure the health, safety and well-being of all students and staff. To take account of this increased level of support parents will join this planned out of school visit. Medical needs of one student will need to be considered at all times. In light of the venue and proximity to the school an additional mini-bus will be taken which will allow any student to return to school if required; therefore two drivers/appropriate number of passenger assistants will be required; this will be reflected in these additional control measures.

It is the responsibility of the Lead person to make every staff member taking part in the activity aware of the generic risks, additional control measures and their own roles/responsibilities during the activity.

	Name	Date & sign
Lead	Gina Briggs	Gina Briggs – 15/8/14
Deputy	Joe Bloggs	Joe Bloggs – 15/8/14



If a School Minibus/Car or Private Vehicle is taken please ensure that the route being taken is identified on the Educational Visits Record sheet prior to journey departure.

Risk rating:
Below 9 – Low Risk
9 to 14 – Medium Risk
15 or Above – High Risk

Risk or Hazard Description	Control Measures	Is this considered satisfactory? Y/N	Risk Findings
Have the parents who join the group been briefed in regards to their role and responsibility?	Parents who join this visit to the Eden Project will help support their child. It will be the responsibility of the Lead/Deputy to explain to them their role before the visit takes place; on this occasion the staff member supporting the student will have the overall responsibility and will direct the parent accordingly. This will be fully agreed before the visit takes place.	Yes	Severity: 3 Likelihood: 9 Risk rating: 9 (M)
Is there trained competent staff to administer medication?	The school nurse has been informed of this trip; the trained (medical) competent staff will be responsible for ensuring the medical care plan is taken and all appropriate medication. They will ensure the medication record sheet is taken and countersigned if emergency medication is given.	Yes	Severity: 3 Likelihood: 3 Risk rating: 9 (M)
Are the staff aware of how to act in an emergency if a child is lost/injured?	All staff have been briefed in regards to the protocols/procedures which need to be followed in case of any emergency; staff will have their mobile phones with them and the staff back at school will be aware of where the group are and the route being taken.	Yes	Severity: 3 Likelihood: 3 Risk rating: 9 (M)
Has the group leader considered the behaviour of some students which may provide challenge to the members of public?	Yes; it has been identified that one student within the group may find the visit difficult; therefore a contingency plan has been formed. Two mini-buses will be taken which will allow any student to return to school if needed. There will be two qualified drivers and adequate passenger assistants to ensure there is a safe return to school. Once the smaller group have returned to school they will inform the Lead/Deputy lead.	Yes	Severity: 3 Likelihood: 3 Risk rating: 9 (M)

Head Teacher	Sign & date



To be completed by parents attending the educational visit.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of the particular needs of the pupil they are 'allocated' and have a copy of their Individual Safety Plan.

Teachers/Lead/Deputy Lead retain responsibility for the group at all times; this needs to be outlined to any parent who is supporting the visit by the visit lead/deputy lead. (Curnow Educational Visits policy)

- I understand it will be the responsibility of the Group Lead/Deputy to deploy all staff and parents attending the Educational visit today
- I understand I will need to follow the Teacher/Lead/Deputy's instructions during the visit today including any instructions relating to my child
- I have read, understood and agree to adhere to the contents of the risk assessment and any additional control measures identified
- I understand that it is the Group Leader's responsibility to have carried this risk assessment and any additional control measures for this visit in accordance to the school's policy
- I understand it is **my** responsibility to bring the Group Lead/Deputy Lead's immediate attention any incidents during this planned visit which will require this risk assessment/additional control measures to be reviewed with immediate effect

Visit:		
Date of visit:		
Full Name (Printed)	Signature	Date

APPENDIX 5 - Emergency procedure when out of school

This procedure and associated protocols have been agreed with the Behaviour & Safety sub-committee of the Governing body.

• Preparation for all visits out of school

- All parents/carers/short break providers (as appropriate) will need to know that their son/daughter will be going out of school and permission obtained
- All out of school educational visits will need a risk assessment (do **NOT** go out unless one has been written)
- All generic risk assessment **MUST** be supported with an additional control measures sheet which reflects the group of learners undertaking the visit planned
- Additional control measures **MUST** identify which adults are responsible for named pupils within the group
- Any visit will be refused by the SLT if a risk assessment/additional control measures has not been undertaken **AND** authorised
- Risk assessments/additional control measures **MUST** be undertaken **two** weeks before the planned visit
- Ensure **ALL** staff who are joining the visit have read/understood/signed the risk assessment and additional control measures and have had an opportunity to discuss the visit/risks/control measures before it takes place
- All names of pupils/staff who leave the school will need to be recorded on the Curnow off-site educational visits record sheet (please remember to sign back in)
- Please remember to state where you are going and the route being taken
- Please remember to collect/take/return the Excursion first aid kit from the reception area and any medication which will/may be needed

• Emergency when out of school

IF there is an emergency out of school you will need to follow the protocol detailed below.

- Call 999 (if appropriate)
- Nominate an adult to go with the ambulance crew
- All other adults/children to return to school
- Telephone the school and ask for one of the Safeguarding officers – Rob Sam or Rachel
- Clearly explain to them the nature of the emergency and name the child/adult concerned
- Safeguarding officer will telephone the parents and explain what has happened or put into place any other appropriate actions – e.g. – further staff cover on return to school etc

• **Lost pupil (Inside a building)**

- **Immediately** ensure the remainder of the group are centrally located and secure
- Nominate a member of staff to scout the outside area for the missing child; all other staff to remain with the group
- Notify the shop manager/secure all exits
- Describe the child/clothing and nature of special educational need
- Phone 999 and inform the emergency services (as appropriate – e.g. – police)
- Telephone the school and inform one of the safeguarding officers – Rob, Sam or Rachel
- Safeguarding officer will organise additional staff to assist the situation
- The safeguarding officer will notify parents/carers
- Visit lead to **stay** in the building; organise all other staff/pupils to return to school (Deputy lead to organise)

• **Lost pupil (Outside of a building)**

- **Immediately** ensure the remainder of the group are centrally located and secure
- Nominate a member of staff to scout the surrounding area for the missing child; all other staff to remain with the group
- Phone 999 and inform the emergency services (as appropriate – e.g. – police)
- Describe the child/clothing and nature of special educational need; explain current location and last time child was seen
- Telephone the school and inform one of the safeguarding officers – Rob, Sam or Rachel
- Safeguarding officer will organise additional staff to assist the situation
- The safeguarding officer will notify parents/carers
- Visit lead to **stay** in the area; organise all other staff/pupils to return to school (Deputy lead to organise)

• **Preparation for all visits out of school (Individual care plans)**

Medical information/Data Protection Act – The medical information (care plans) designed for pupils and the information contained within them has been discussed with the School paediatrician; some of the information falls outside of the guidance provided by the Data Protection Act.

The protocols outlined below which allows the school to conform to the Data Protection Act have been agreed by the Behaviour and Safety sub-committee of the Governors. The individual care plans have been designed in case of any emergency; obviously this information will need to be shared with the ambulance/hospital staff if needed.

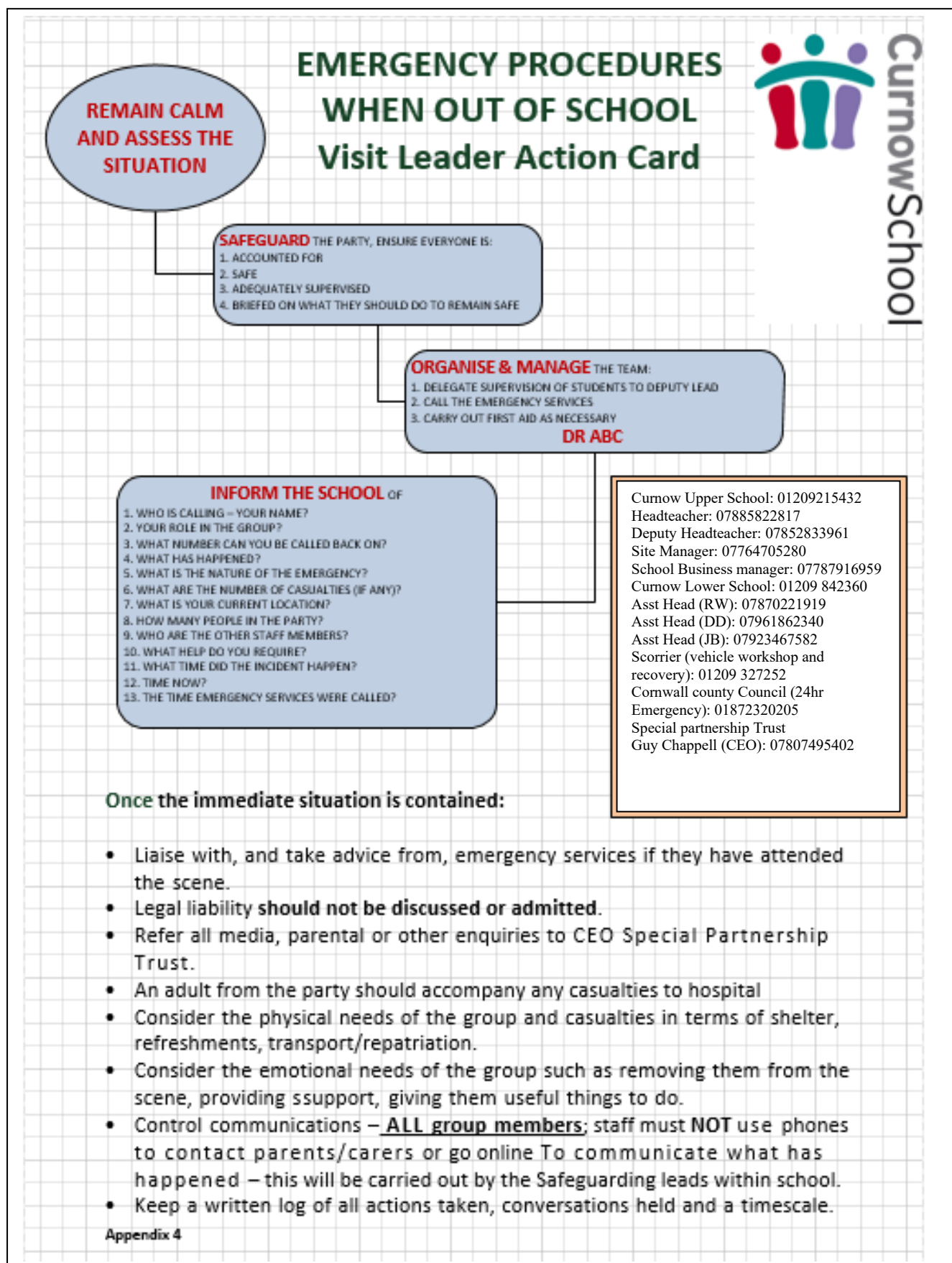
- **Please delete** the child's home address/telephone number details from all care plans **NOT** the hospital number (if/as appropriate)
- Ensure you **continue** to take the care plans with you on all out of school visits
- Ensure you continue to take all appropriate medication for the child with the care plan
- Follow the guidance detailed in the care plan in relation to the administration of medication and in line with the training you have received
- Remember only current/competent staff (as signed competent by the school nurse) can draw up/administer the medication required
- Follow the protocols listed above regarding contact with the school
- Return to school

It is imperative all staff follow the appropriate protocols detailed for:

- Preparation for all visits out of school
- Emergency when out of school
- Lost pupil (Inside a building)
- Lost pupil (Outside of a building)
- Preparation for all visits out of school - Individual care plans

If you are in doubt with any aspect of these protocols please discuss these immediately with the following people:

- Head Teacher or SLT
- Safeguarding Officers
- Class Teacher
- Ian Mitchell (Caretaker) Howard Jones (Premises manager)



EMERGENCY PROCEDURES
WHEN OUT OF SCHOOL



RECEPTIONIST ACTION CARD

Who is calling?
If you have more than one Establishment, which one are they from?
What is their role in the group (Visit Leader, Assistant Leader, Helper, 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? If the group is outside the UK, what is the time difference?

1. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).
2. Contact staff in the following priority order and give them the information you have noted.
3. If you receive a call from the media or a Parent, refer them to a senior manager.

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)
Local Authority Emergency Management Team	01872 320205	
Headteacher	01209215432	07885822817
Deputy Headteacher	01209215432	07852 833961
Director – Special partnership	01872 520385	07807495402
Site manager	01209215432	07764705280