
EDUCATIONAL VISITS



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PURPOSE

The purpose of the Educational Visits Policy is to ensure that the staff and students of Stanground College can gain maximum benefit from educational visits which are thoroughly planned and managed to minimise the risk of accident.

INTRODUCTION

The Cambridgeshire County Council Policy and Guidance for Off-Site Visits and Adventure Activities, a pink folder housed in the staff reference library, should be followed in all cases. A number of particularly significant points are highlighted below and some procedural advice is given specific to Stanground College.

PROCEDURE

1. Discuss the proposed visit with your line manager and seek his/her support and approval.
2. Obtain all documents from: RMshared, Staff folder, EVC folder. This folder contains:
 - Educational Visits Policy for Stanground College
 - Stanground College Checklist for Visits/Activities
 - Stanground College Visit/Activity Initial Approval Sheet
 - Stanground College Risk Assessment
 - Stanground College Register for Visits/Activities
 - Stanground College Visits/Activities Feedback
 - Stanground College Visits/Activities Emergency Contact Sheet
3. Some visits require approval from the Adviser for Outdoor Education. If your visit includes any of the following obtain the necessary additional forms from the EVC:
 - **Adventure Activities** OE2000 and Approval Checklist 2
 - **Visits to the 'Wild Country'** OE2000
 - **Overseas Visits** Approval Checklist 3
 - **Visits using Independent Providers** Independent Providers Questionnaire
 - (S. Brown, Adviser for Outdoor Education, may request this information & hold a central database)
4. If volunteers are to be used to partially staff the visit, the 'Authorised Volunteers Record' must be completed and returned for the EVC to file

APPROVAL OF VISITS

The Governing Body of Stanground College has decided to continue to seek LEA approval for the following specific adventure activities:

- Rock climbing, indoor climbing & abseiling
- Mountaineering
- Gorge & coastal scrambling
- Kayaking
- Canoeing
- Underground exploration
- Skiing (including dry slope)
- Snorkel & aqualung diving
- Air activities (except commercial flights)
- All forms of boating (excluding commercial transport)
- Sailing & windsurfing
- Shooting & archery
- White water & improvised rafting
- Horse riding
- Waterskiing
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above activities
- Open water swimming

and for all visits to 'Wild Country':

- Dartmoor
- Exmoor
- Bodmin Moor
- Brecon Beacons
- Black Mountains
- Mid & North Wales Mountains
- Peak District (Dark Peak)
- Cheviots & Durham Dales
- North Yorkshire Pennines
- Isle of Man
- Lake District
- Morth York Moors
- Mourne Mountains
- Yorkshire Dales
- Sperrin Mountains & North Antrim Hills
- Scottish Borders
- Isle of Skye, Arran, Harris & Lewis
- Galloway Hills
- Central, Western & Northern Highlands of Scotland

STUDENT BEHAVIOUR

It may be necessary to refuse to accept on the visit any pupil whose behaviour is considered a potential danger to themselves or others. Where applicable, alternative means of fulfilling the curricular aims of the visit must be provided for such pupils. It is important to adopt a sensitive and reasoned approach to parents/ carers in this eventuality.

In letters sent to the parents of all students on the trip, it is important to outline clearly behaviour expectations and the consequences should this not happen. For journeys abroad the letter should outline arrangements for the early return of pupils due to unacceptable behaviour. These expectations and contingency plans should also be clearly explained to students (and parents, if a parents meeting is held) verbally, prior to the trip.

PROCEDURES FOR RESPONDING TO A MAJOR EMERGENCY

Before The Visit

1. **TWO** college based emergency contacts must be named on the planning sheet. These should **NOT** be parents of children on the visit.
2. 24 hour per day access by telephone should be provided between these two contacts.
3. The Activity Leader must provide each emergency contact with a full list of:
 - Names of students & staff
 - Names of next of kin
 - Addresses
 - Telephone numbers
4. Complete the Stanground College Visits/Activities Emergency Contact Sheet and distribute this to College Contacts, EVC & Principal.
5. All adults in a supervisory role should be briefed on the procedure for emergencies and should know the location of the nearest accident & emergency hospital
6. When travelling by minibus, emergency contact names and telephone numbers should be clearly displayed in the vehicle.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT OR EMERGENCY

(This is also printed on the reverse of the Stanground College Visits/Activities Emergency Contact Sheet, a copy of which should be with each adult supervisor on the visit)

CONTROL AND SUPERVISION OF THE GROUP

1. Assess the situation
2. Account for ALL other group members and ensure their well-being
3. Immediately inform all group staff of the problem; share it; clarify actions to be taken.
4. Agree who will be the co-ordinator and person dealing with communications etc.
5. Establish the names and numbers of people involved in the incident and, if injured, the nature and extent of the injuries.
6. Notify the police where necessary
7. Ensure that a teacher accompanies the injured to hospital, wherever possible.

8. Clarify with the rest of the group what has happened and your consequent course of action.

INFORMATION AND COMMUNICATION

1. Restrict access to telephones until your Emergency Contact at school has been alerted, with the precise details
2. Do not release names of involved or injured participants other than to official sources such as police and medical services.
3. If an emergency occurs abroad, notify the British Embassy or Consulate
4. Leaders should avoid any direct dealings with the media. Media response to a major incident is often immediate: depending on location leaders should expect and be prepared for media attention within 30 minutes.
5. If the incident is serious, the Emergency Contact should alert the headteacher or designated deputy who should then contact the Education Officer and Chair of Governors. They will then jointly determine the need to initiate the LEA Emergency Procedures.
6. Contact with relatives should be as early as possible. Consistent with accuracy. It is vital to ensure parental contact, whenever possible, before the news spreads through the media. This would normally be done through the headteacher, deputy or other designated person at the school.
7. Once the initial facts are clear and a press release agreed, the City Council/Press Office will act as a base for the media reception and as a channel for communication.

ADMINISTRATION

As soon as possible:

- Record all faults relating to the incident: time, date, those involved, what happened, witness details
- Maintain a record of subsequent events
- Notify the insurers
- Notify the tour operator or provider, where used
- Complete an accident report form

CARE OF GROUP MEMBERS AND RELATIVES

1. Immediately following a serious incident it is highly likely that group members and staff will be in a state of shock. It is therefore important to ensure their well-being and to provide them with security and protection from media attention.
2. All involved may need help in coping with possible shock and trauma, which may last for many weeks. Support and counselling may be necessary; in this event the City Council services will be of significant help.

STAFF PROFESSIONAL DEVELOPMENT

The EVC will:

1. Keep a record of staff qualifications & experiences
2. Publicise through staff briefings, the staff bulletin and the staff room notice boards, externally led staff development opportunities
3. Ensure that internal staff development opportunities are available when ever there is sufficient need

APPENDICES

Appendices attached are as follows:

1. Stanground College Checklist for Visits/Activities
2. Stanground College Visit/Activity Planning Sheet
3. Stanground College Risk Assessment
4. Stanground College Register for Visits/Activities
5. Stanground College Visits/Activities Feedback
6. Stanground College Visits/Activities Emergency Contact Sheet
7. OE2000
8. Approval Checklist 2
9. Approval Checklist 3
10. Independent Providers Questionnaire
11. Authorised Volunteers Record

ADVISER FOR OUTDOOR EDUCATION

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DOCUMENT HISTORY

Policy Author / Adopted By	Reviewed By	Date
Wendy Gooding		June 2008
