



Offsite Visits Policy

and

Code of Practice

Hempshill Hall Primary School

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HEMPSHILL HALL PRIMARY SCHOOL

CODE OF PRACTICE

INTRODUCTION

The school has a strong commitment to outdoor learning and a cross-curricular approach. A broad and rich curriculum is offered to all pupils and is enhanced by offsite visits/activities on a regular basis.

Policy

The School is committed to ensuring that risks are reduced 'so far as is reasonably practicable' to its employees, volunteers and young people. This code of practice is a statement of the major procedures and guidelines in place to ensure that outdoor learning takes place within safe and meaningful context. In particular it ensures that:

- Offsite Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Offsite Visits/Activities or Outdoor Learning will comply with National, Children and Families and the Schools' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Nottingham City Children and Families Offsite Visits Guidance.
- Systematic written procedures, based on reasonable and sensible risk management process and underpinned by school induction and training, support staff when leading Outdoor Learning. These procedures are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

THE MANAGEMENT STRUCTURE AND LINES OF RESPONSIBILITY

Outline management structure of School or service

Head Teacher

Assistant Head and Senior Leadership Team

Team Leaders and Subject Co-ordinators

Practice

The School will:-

- Appoint a trained Offsite Visits Co-ordinator (**OVC**) who will ensure that the Offsite visits follow National, Children's Services and the Schools' guidelines and that the Visit Leader and accompanying adults are suitably competent to run the visit/activity.

The named OVC is: Natalie Romeo-Price

- Develop and implement procedures to monitor all outdoor learning and Offsite visits and their associated planning.
- Develop and implement an approval system for:

Category A visits, to be approved by:

First Stage: OVC, named above

Second Stage: Head Teacher

Category B visits, to be approved by:

First Stage: OVC, named above

Second Stage: Head Teacher

Third Stage: Sport, Outdoor Learning and Sustainability Services Manager (SOLSSM), College Street Centre.

The Governing Body/Management Committee will be informed of the following types of visit:

- Residential Visits as they occur, usually annually
- Medium risk activities, e.g. "Wet and Wild"

THE SCOPE OF THIS POLICY

This policy will provide the framework within which staff will operate in relation to outdoor activities both on site and beyond.

- For 'regular and routine' activities staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time, usually less than 12 months.
- It will cover activities such as school swimming, sports fixtures, outdoor work on the school site, planned regular visits to parks, museums, shops, library etc. as defined by the school in this document.
- Knowledge of and training in this policy will also allow for some 'short-notice' work to be undertaken within a defined geographic area and the competence of the lead staff member.
- Most activities will be category 'A' activities and can be approved within the school. It is worth considering a time limit for any 'blanket' approvals; the nature (complexity) of the activity; distance from site and competence of staff. Where category 'B' activities are planned, such as use of the Climbing Tower or other 'adventurous activity' then approval for that specific event will be required from both the Head Teacher and Children and Families.

For the purposes of this policy the school defines 'regular and routine' activity as:

- School swimming
- Woodland walks
- Outdoor work on the school site
- Regular walks to local places of worship
- Musical performances
- Public transport, tram or private hire coach travel to city centre or local venues

All these types of activity take place within the local area.

Beyond these areas of working it is recommended that the City Council Offsite Visits Guidance will be used as a framework to plan and operate Offsite visits.

Notification and approval of Regular and Routine visits

For all regular and routine visits the Head Teacher or designated senior member of staff will approve a programme of visits or activity over each school year.

For all other visits the school will follow the City Council offsite visit guidance in terms of approval.

The School will manage the notification of groups going offsite by:

- Central office keeping offsite visit register of pupils, staff and volunteers
- Staff meeting to prepare and liaise
- Simple list for record keeping e.g. names, addresses, contact telephone numbers
- Members of staff contactable on the day e.g. mobile phone

STAFF

Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Head Teacher or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific School induction process in relation to this code of practice.

Staff management and communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

STAFF RESPONSIBILITIES;

PRE-SESSION/ACTIVITY PLANNING AND CONSIDERATIONS

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice, for the activities they undertake.

Before any Offsite Activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice.
- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by the Children's Services (Found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents').
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the Offsite Visit/Activity.
- When appropriate, consent including all appropriate information is obtained from parents/carers to support Offsite activity/outdoor learning. (Form OV4 can be used as a guide to information required for more complex visits)
 - For local regular and routine visits, as part of the curriculum or life experiences. A letter/action plan/lesson plan outlining the range of offsite activities to be undertaken over a period of time

- For visits further a field
A specific letter/form relating to the particular activity/visit, and an OV4 form
- For more complex activities, e.g. residential visits, adventurous activities or visits abroad.
Specific consent from parents/carers for their child to undertake the activity/visit (the OV4 can be used for this purpose)
- Personal information on all participants is known (as regards any medical considerations). This is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any school or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance).
- Ensure that provision is made for any incident, including First Aid and a procedure is known and understood in the event of an emergency or other serious incident.
- When appropriate ensure that the visit is logged on the EVOLVE Online system or that form OV1, or school reporting process is completed for any offsite visit, or series of visits, and the appropriate approvals are obtained. In the event of any offsite visit or activity being undertaken, a nominated member of the school staff must be informed.
- The Head Teacher or other nominated member of staff should have access to the following, prior to an offsite visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part.
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, coach company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated school contact person.

Appropriate details should be placed in the central office.

- When planning the number of adults needed to lead/accompany a visit, undertake a risk assessment to inform the appropriate staff/young person ratios. CRB and Enhanced Clearance checks should be obtained on all individuals helping on activities with children, through Children's Services, HR Section if they are to be in sole charge of young people.
- Provide appropriate briefings and instructions to their group and accompanying adults to ensure a safe and high quality experience.
- Ensure all young people are informed of the nature and purpose of the visit.

DURING THE OFFSITE VISIT/ACTIVITY

During the visit the Visit Leader will:

- In conjunction with any assistant staff, provide adequate supervision of young people in their charge during the activity session.
- Ensure children and young people are wearing appropriate clothing for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people, as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- In the event of an emergency the school home base emergency plan will then be put into action.
- Be considerate to other site/venue users and seek advice on venues for offsite activities from your line manager, Head or SOLSSM prior to the session. Such sites must be risk assessed before use.
- Contact the school or nominated contact person if it is anticipated returning later than estimated.

During a visit accompanying adults will:

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

POST VISIT ACTIVITY

Where appropriate ensure that the visit is reviewed and a report is made to the Head Teacher indicating the extent to which the intended visit aims were achieved. The review will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the SOLSSM.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Offsite Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

NORMAL OPERATING PROCEDURES – ALL VISITS/ACTIVITIES

These procedures must be supported by undertaking an appropriate risk assessment and attaching it/them to this document.

Staff competence

- The Head Teacher should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Specific Activity risk assessments and Operating procedures.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility. Appropriate levels of first aid cover must be available according to the activity risk assessment.
- All staff in sole supervision of young people must have undergone an enhanced CRB check by Nottingham City Council.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information re. suitable clothing and equipment to group members
- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares

Management of ongoing conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.

Group ability and management

- Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments
- Pre-plan supervision before visit and brief staff
- Ratios are established through school risk assessment procedures
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any conversations and during the introductory briefing on the day itself.
- Briefing to all on what to do if separated from the Group. Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain information from parents/carers using recommended parental consent form OV4, for example, have easy access to emergency contact numbers and information on medical conditions and any special requirements of group members.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Warn children and young people about ‘strangers’

Indirect/remote supervision

- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Set clear boundaries
- Parents/carers informed and if necessary consent given for indirect/remote supervision
- Warn young people about traffic, if necessary

Medical emergency and incident management

- At least one leader with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.
- First aid and travel sickness equipment carried, young people with travel sickness known
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Staff must know and understand the School Emergency Operating procedures. For staff this must be part of their induction training.
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- Emergency details with nominated contact person to be arranged
- Emergency plan for lost or missing young people known and understood by group leaders.

NORMAL OPERATING PROCEDURES - TRAVEL

BY FOOT (Derived from the NCC generic Risk assessment on 'Travel – On foot'. It will be important to make such procedures specific to the school and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people.
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed re. hazards and behaviour required
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.
- Consideration could be given as to whether easily visible clothing could be worn by young people

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts

- Young people know their group and leader(s) and the route they are taking.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained

Taxi:

- Parents/carers must be informed and consent given if young people are travelling without staff.
- Only 'Black Cabs' / Council Licensed cabs to be used.

Buses and Trams:

- On double-decker buses supervisors should be positioned on both decks
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the tram system
- Make sure young people sit whenever possible

BY CAR

Competence of driver and suitability of vehicle:

Complete Volunteer Drivers' Form or the forms section on the EVOLVE website

Check that:

- The driver has a current driving licence (driving licences should be checked annually by Line Managers)
- Is the vehicle roadworthy? e.g.
 - valid road tax
 - current MOT certificate
 - is the vehicle maintained in accordance with the manufacturer's recommendations?

Is there is adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

Lone working (Child protection and behaviour):

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out (consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a CRB check been carried out i.e. where an adult has sole, unsupervised access to young people?
- Will the young person be delivered safely to their destination?

Consent Parental/Carer's consent has been obtained?

Restraint of occupants in vehicle:

- Seatbelts MUST be worn by all occupants of the vehicle
- Booster/Child seats must be used when appropriate
- Each young person MUST be restrained individually by a seatbelt
- Suitable restraints/child seats provided e.g. for young, small children

N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt

N.B. unrestrained children must NOT be carried in the front seat of any vehicle. Should the child/children be transported in the rear seat only?

Is there a need to use the child locks (rear seats) to prevent 'runners'?

Being struck by loose objects:

Are loose objects secured, preferably in the boot? (i.e. to prevent injury by 'projectiles' in the event of an emergency stop)

SCHOOL OFFSITE VISITS ACTIVITY **GUIDELINES AND CODE OF PRACTICE**

These notes contain activity information and guidance on levels of staff competence needed to lead the activity. Separate detailed guidelines exist for on site activities and are issued during training or induction.

Group sizes and staffing ratios are guidelines only and will alter according to the needs of the group, the programme, weather conditions, time of day etc.

Recommendations of group equipment carried may alter due to the time of year or specific nature of the activity i.e. hot drinks substituted for cold drinks in hot weather (this is at the activity leader's discretion). No amendments can be made to the use of Personal Protective Equipment required for an activity.

These notes should be read in conjunction with risk assessments for each given activity, available in the School's safety file.

It must be remembered that these risk assessments are generic and because of this if you operate off-site, you should be familiar with the venue chosen and may be required to complete a separate specific risk assessment for your proposed activity. Specific advice is always available via the OVC and the SOLSSM.

In either case you, as a competent staff member, will be expected to be continually assessing risks within your environment and acting appropriately.

This covers modifying routes because of the weather encountered or because of group fitness. Any major changes to plans, venue changes etc. wherever possible must be notified to staff at the school or a nominated contact person.

The specific operating procedures outlined below are just some examples of what might be covered in this section. A risk assessment should be undertaken in order to develop these activity procedures.

ORIENTEERING

LOCATION

School site and local park.

RATIO

Set according to ability and needs of group, level of competence of the staff member etc.

GROUP LEADER

First Aid trained or another adult member of team.

If operating offsite, be competent in group supervision and have skills in simple navigation training, such as attending the Outdoor Learning Cards Training.

BOF Teaching Orienteering Part 1 or Part 2 as appropriate.

ASSISTANT

Responsible adult

GENERAL GUIDANCE

Although no specific qualifications are needed for introductory sessions in orienteering, an awareness of map reading skills and instruction is needed.

The activity can be introduced on the school site with possible progression in near a local park or open spaces risk assessed for the purpose.

Groups should receive a clear brief on the activity and escape routes to use in the event of an emergency (routes back to minibus and boundary of area to work in)

Group will operate in two's or three's and carry map (compass if appropriate) and whistle and informed never to leave their group alone

The leader of the activity will know the site and a risk assessment made of its hazards

A cut-off time should be set for all groups to be back at the start point

Leaders will leave contact details of group with a nominated contact person together with estimated time back.

EQUIPMENT TO BE USED

- First aid kit at activity site
- Waterproofs subject to weather
- Access to hot/cold drink
- Whistle and compasses per pair (compass if appropriate)
- School mobile phone available for off site use
- Clients should wear leg and arm cover
- Emergency contact details

PROBLEM SOLVING ACTIVITIES

LOCATION

School site and local adventure venues

RATIO

12:1 (best group size around 6-8 per session leader)

INSTRUCTOR

Leaders of these activities may have undergone TOPS Outdoor Training or OEAP Outdoor Learning Cards training or will have received training/briefing from a competent person in activities of this nature.

ASSISTANT

Responsible adult

GENERAL GUIDANCE

These activities are intended to provoke discussion and to highlight particular group processes to assist in the development of individuals and groups.

All activities should be run with due regard to any potential risks and these should also be made known to the group prior to the exercise.

All exercises will be known to the competent person/head of the site prior to running the session

Helmets may be appropriate to these activities, these are identified by specific risk assessments.

Any problem solving activity that involves adventure activity such as a climbing and retrieval exercise will require an appropriately qualified individual to supervise the climbing activity in addition to someone facilitating the exercise (these may be the same or different people).

EQUIPMENT TO BE USED

- Various resources available
- PPE equipment where appropriate to the exercise

FIELDWORK AND CONSERVATION ACTIVITIES

LOCATION

Within the site boundary and locality

RATIO

30:2 (instructor plus visiting group leader) - but may vary according to the nature of the activity and the ability of the young people involved

INSTRUCTOR/LEADER

At least one leader/responsible adult to hold a current first aid certificate or have immediate access to first aid provision.

Must have experience and knowledge of activity being undertaken, and competent to lead it.

ASSISTANT

Responsible adult

GENERAL GUIDANCE

Prior knowledge of the working area is desirable for the safety and enjoyment of all, as a minimum leaders must be familiar with the risk assessment for the chosen activity.

Appropriate clothing and footwear should be used.

The group must be effectively controlled at all times, strategies of keeping the group together and controlling hazards encountered will be communicated to the group.

The site for the group work should and a contact list will be left with a nominated contact person for use in the event of an emergency.

EQUIPMENT TO BE USED

- Very much dependent on the activity
- First aid kit
- Mobile phone.

ACCIDENT AND INCIDENT PROCEDURES

The City Council is committed to providing a safe and healthy work environment for all.

Contained below are the City Council requirements in terms of reporting and recording accidents. These have been adapted from the City Council Health and Safety Manual. A full copy is available for reference in the main school office.

- All accidents must be recorded using the City Council personal accident report form (PARF), found in the red 'Incident' folder. This should be forwarded to the Head Teacher who will forward it to the Safety Advisors Unit. See Accident Reporting Flow Chart.
- Major accidents (fatalities, hospitalisation etc.,) must be reported to the enforcing authority the Health and Safety Executive. Contact the Safety Advisors unit directly who will then contact the HSE for you.
- All violent incidents must be reported.
- All dangerous occurrences/near misses must be reported.
- Accidents, near misses and incidents will be reviewed at each staff meeting and during supervision.
- Records of all incidents must be maintained at the school by completion of a PARF.

NEAR MISSES/INCIDENTS/DANGEROUS OCCURRENCES

A near miss is an incident that does not result in an injury to persons e.g. a heavy object falling from above which misses a person below, or a reversing vehicle, which causes a person to take evasive action to avoid a collision.

An incident may cause property damage, structural damage or may be a result of poor maintenance for example, incorrect storage of chemicals leading to a fire, failure of load bearing equipment etc.,

All forms for reporting purposes are available in the school office, along with guidance on how to use them.

EMERGENCY CONTACT NUMBERS

In the event of an emergency, once you have dealt with the immediate situation your first line of contact will be your nominated contact person if operating off-site, or the Head of School while working on site.

The following names and numbers should be used if you cannot make contact with either of the above. Where no area code is noted next to the telephone number it is a local number (STD 0115).

Children and Families Emergency Contact	Tel: 8764608/4609 Tel: 07985 381931
City Council 'Out of Hour' Service	Tel: 9151640/9151633
Sport, Outdoor Learning and Sustainability Services Mgr	Tel: 9476202
Police, Fire, Ambulance, Mountain rescue etc.	Tel: 999/911/112

PRACTICAL ADVICE IN THE EVENT OF AN ACCIDENT

Keep calm and take charge of the situation.

Ensure the safety of yourself and the rest of the group. Make use of Group Leaders and Assistants to supervise the group.

Attend to the casualty.

Contact emergency services, as necessary. (999 Police, Ambulance etc.)

Make arrangements to continue, alter the activity or return the group back to the school.

Inform your nominated contact person, usually the Head Teacher.

Record accident/incident in accordance with City Council procedures, forms should be left for the attention of the Head Teacher.

In the event of a major incident/accident the Head Teacher/nominated contact person must be informed of the incident as soon as possible giving the following information:

- Your name
- Nature and time of accident
- Location
- Details of individuals involved
- Action taken so far

This person will contact the Children and Families Emergency Planning Team, and assist you by contacting the parents/guardians of those involved, and the HSE via the Safety Advisors unit, if necessary.

It is essential that Parents/Carers learn of the incident promptly and through appropriate channels. The group should be informed of this requirement and have no access to telephones until this has been done.

Do not interfere with the scene of an accident other than to assist in first aid. This is particularly important if the incident involves any form of protective equipment (i.e. climbing equipment), which must be left in-situ for inspection.

Legal liability should not be discussed or admitted.

Refer any potential requests from the Media to a Council designated individual at the Loxley House **(0115) 876 3362**, during normal working hours or the Emergency Planning Team **(0115) 915 1640/1633** outside of normal working hours.

Write down all relevant details while fresh in your mind, ask other leaders to do so. Keep a record of names and addresses of any witnesses.

Complete all relevant accident report forms.

OFFSITE ACTIVITIES

LATE BACK PROCEDURE (applicable for all Offsite Activities)

Staff in charge of an offsite activity must endeavour to return back to the school (or groups base) within the estimated time back. If this is not possible then steps should be taken to alert the school or a nominated contact person of your revised time scale.

If you do not return back on time a late back procedure will be implemented.

This is:-

- * If no contact has been made, and the group is late back the nominated contact person (likely to be a member of staff at the Centre) will maintain an open phone line and attempt to contact the group who may carry mobile phones/pagers.
- * If applicable send a member of staff to the planned finish point noted in the activity plan.
- * Try to establish if the group have been seen in the activity area (by contacting site owners, car park where a mini bus may be etc)
- * Contact the AA/RAC to establish if the group may be held up in traffic on the way back.
- * In the event of a sustained lack of information, or if any information gained causes concern, alert the appropriate emergency services and implement major incident guidelines.
- * Alert Children and Families/Emergency Planning Team who will assist in implementing major incident procedure.

All groups when operating offsite (outside of the School's' environment) will :-

- Nominate a contact person who knows where you are and what time you should be returning to the site. All details must be left at the school office.
- Carry copies/summaries of parental consent forms, if appropriate (please leave originals on site or with your nominated contact person)
- Leave details of venue used alternative routes if applicable and contact number of group if a mobile is carried.

REMOTE SUPERVISION AND LOST OR MISSING PUPILS

In some cases pupils may well be out of the sight of staff for periods of time e.g. while orienteering or shelter building, in other words working under remote supervision. In such cases staff need to consider the following points in order to reduce the risk of young people becoming lost or separated from the group.

- Make sure parents/carers are informed of the nature of the activity in letters/information sheets etc.
- Ensure young people are sufficiently briefed and competent; any young people for whom indirect supervision is not suitable should be directly supervised. Such decisions should be

taken in liaison with other staff, if appropriate, either prior to the visit or subject to an ongoing assessment on the day in relation to ability and behaviour.

- Staff leading such activities should be familiar with the site.
- In organising such activity staff should consider the following:
 1. Young people should work in groups of 3 or more
 2. Ensure pupils are not wearing any name badges
 3. Accompanying staff or additional staff should patrol the area
 4. If orienteering or in city centres, for example, place some staff at key locations
 5. Ensure that there is a permanently staffed meeting point
 6. Staff understand that they are still responsible for the young people in their care
 7. If staff have mobile phones ensure they have any emergency contact numbers
 8. A briefing should be given to all group members
- Any briefing to young people should include at least the following information:
 1. Young people must stay in their groups
 2. Warn young people of the 'stranger danger'
 3. If young people are concerned at any time, or they notice a group member is missing they must contact a member of staff immediately.
 4. Clear boundaries are given
 5. A clear time back is given; a signal may also be given for the end of the activity.
 6. Young people may have whistles while orienteering, for emergency use only.

MISSING CLIENTS

If a young person becomes missing, fails to turn up at the end of the session or you are alerted to the fact by another young person or staff member.

- Call the activity to an end IMMEDIATELY, and hold a head count of all participants. Confirm who is missing and send staff out around the perimeter of the activity area.
- Try contact by mobile phone, if appropriate.
- Control the use of mobile phones by other group members
- Return the rest of the group to the school or central gathering point
- Inform the Head Teacher
- If a young person cannot be found after the first initial search extend the search
- If such action fails locate the missing client inform the Police, Children and Families Emergency Planning Team and educational school if necessary. Preferably within 20 minutes of being informed.
- Continue the search process until uniformed/additional help arrives.