

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	Educational Visits Policy
<b>Policy Reference:</b>	AAT EDV–
<b>Function:</b>	For Information and Guidance/ <b><u>Statutory</u></b>
<b>Audience:</b>	Parents, Trustees, Governors, Regional Directors, Headteachers, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
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## 1. Overview

Educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good teaching practice. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and safeguard children, teachers and volunteers. Each visit is designed to provide a rich, learning experience for pupils in a safe, managed environment.

The following guidelines support the planning and implementation of educational visits across the Trust. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- East Sussex County Council Local Authority's Off-site Activities and Educational Visits: Regulations and Guidance
- The Health and Safety Executive, in conjunction with the DfES, producing their *Health and Safety : Responsibilities and Powers* statutory document (2001)
- The DfES reviewed their 1998 document *Health and Safety of Pupils on Educational Visits* and produced their supplementary guidance in August 2002:
  - *Part 1 – Standards for LEAs in Overseeing Educational Visits*
  - *Part 2 – Standards for Adventure*
  - *Part 3 – A Handbook for Group Leaders.*

## 2. Senior Leadership Responsibilities

Where a Trust educational visit is planned then the Regional Director, or delegated senior leader, will arrange the educational trip on behalf of the participating schools.

The Trust will nominate a Visit Leader, who will be responsible for ensuring that the educational visit is properly managed and any risk to attendees is minimised.

The Trust will ensure that the necessary administrative support is provided to the Visit Leader with the agreement of the Headteacher concerned.



Once the Trust Visit Leader has completed all of the required educational visit procedures then a copy of the trip information for each school will be sent to the respective Headteacher, to be disseminated to the school staff attending the educational visit.

The Trust Visit Leader will liaise with each school involved in the Trust educational visit and will collate all of the required information from each school.

The Trust Visit Leader will be the point of contact for any queries and/or communications with each school on the educational visit.

For a school educational visit the Head Teacher must:

- ensure that the management of visits and ventures meets the regulations and guidance offered by the local authority, DfE and others, as well as conforming to the school's own health and safety policy
- ensure that the Local Academy Board are kept appropriately informed and accreditation or verification of providers has been checked
- ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of the Head Teacher and either the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form, see Appendix A, or the Proposed Visit Sheet To Be Sent To Headteacher form, see Appendix B, signed by the head teacher prior to the off-site activity taking place.

The Head and the Senior Leadership Team will ensure that:

- A suitable Visit Leader is appointed;
- Each trip has a financial budget that shows that the trip achieves a break-even position.
- All required actions have been completed before the visit begins;
- Risk assessment templates are completed and authorised prior to the visit taking place;
- The visit details to be entered onto the relevant local authority offsite visit risk management portal, Exeant for East Sussex and Evolve for West Sussex.
- School visits to be scheduled annually in advance, where at all possible, to allow them to be entered into the school calendar and the staffing implications determined.



- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- A named Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with academy staff (this may be delegated to a suitably qualified member of staff);
- The Visit Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- The Visit Leader and other supporting adults are aware of academy policies and protocols for off-site emergency situations (e.g. pupil missing/ absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors supporting volunteers and accompanying pupils on residential visits will have DBS (formerly CRB) vetting check clearance.
- The Trust board has approved the visit if necessary (an essential requirement for residential visits);
- Signed parental consent forms are completed for all pupils;
- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return, are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained by the academy;
- There is a register of all the adults and pupils in the travelling group with the contact details of parents/guardians and the staff's and volunteers' next of kin. A copy will be retained by the academy.

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Local Academy Board and the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form signed by a nominated governor, see Appendix A.



### 3. The Visit Leader

A nominated qualified teacher will be appointed as Visit Leader by the Head or a delegated member of staff. They will have overall responsibility for the supervision and conduct of the visit. The Visit Leader will:

- Adhere to the trust's Educational Visit planning process ensuring vetting requirements are met where appropriate and the trip details are entered onto the relevant local authority educational visits risk management portal;
- Prepare a visit budget that achieves a break-even position
- Obtain the approval of the Head for the educational visit;
- Appoint a deputy leader who will be fully briefed in all aspects of the visit;
- Be able and experienced in working with pupils of the relevant age range;
- Be conversant in the good practice for that activity;
- Be suitably qualified if instructing an activity;
- Undertake and complete the planning and preparation of the visit including the briefing of supporting adults and parents/guardians;
- Undertake and complete comprehensive risk assessments;
- Prepare a Trip pack which includes the following:
  - Authorised Trip Planner
  - Completed checklist
  - Copies of all the parental permission slips
  - Copies of all risk assessments
  - Copies of all relevant medical information
  - Copies of trip budget, expenditure invoices/receipts and parental/pupil receipts
  - Copy of the flowchart within the crisis management plan
  - Contact details for all visit participants
  - Named first aider and details of first aid packs – number and content
  - Any other additional notes to assist the smooth running of the visit
- Have regard to and monitor the health and safety of the group at all times;
- Know all the pupils proposed for the visit to assess their suitability. This may include creating Individual Pupil Plans (IPPs) for pupils who present a known elevated risk e.g. a pupil who has previously absconded from an educational visit;
- Observe the guidance set out for teachers and other adults below;
- Ensure that pupils understand their responsibilities.
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure the leaders have details of the school contact



- ensure the leaders and others have details of the pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively.

#### **4. Educational Visits Co-ordinator**

The Educational Visits Coordinator must:

- liaise with the local authority Outdoor Education Adviser where appropriate
- be involved in educational visit management in order to ensure that the local authority's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- to be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- to organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- ensure that procedures for DBS disclosures are in place as necessary
- to ensure that liaison with parents and obtaining consent are effective
- ensure that the establishment has robust emergency procedures in place and knows how to liaise with the local authority team should an emergency occur
- ensure that the establishment complies with local authority requirements for reporting incidents and accidents (including 'near misses')
- support the head of establishment in the management of and evaluation of educational visits
- use and apply suitable record keeping practices for both children and young people and leaders off-site
- learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

#### **5. Other teachers and adults involved in an educational visit**

Teachers on educational visits act as employees within the terms and conditions of their employment contract. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the Head if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:



- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/guardian;
- Ensure they follow the instructions of the Visit Leader and help with control, discipline and attainment of learning outcomes. Support staff on the educational visit will not have sole charge of pupils except where risks to health and safety are minimal;
- Cease the visit or any activity if they think the risk to the health or safety of the children in their charge or adults is unacceptable;
- If the visit entails volunteers to work in an unsupervised capacity volunteers must agree to provide information to academy to enable a DBS with enhanced check for regulated activity (barred list check).

## 6. Pupil Responsibilities

- The Visit Leader will prepare pupils prior to the educational visit to ensure they understand that:
- They must follow the instructions of the Visit Leader and other supporting adults;
- They dress and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that they may endanger themselves or the group.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways.

## 7. Parents/Guardians

The Visit Leader will ensure that parents are given full information about the purpose and details of the visit. Where appropriate, parents/guardians will be invited to a briefing session prior to the visit. The Visit Leader will also inform parents/guardians how they can help prepare their child for the visit.

- Parents/guardians must:
- Sign the Visit Consent Forms;
- Provide the Visit Leader with 2 named emergency contacts & telephone numbers;
- Give the Visit Leader all known relevant information about their child's health which might be relevant to the visit;



- Where there are known health requirements, they must ensure the academy has the appropriate medication e.g. inhalers, Epipens. Where the academy does not have the required medication for a pupil with known health requirements, such pupils will not be allowed to participate in the planned visit.

## 8. Risk Assessment

A risk assessment will always be carried out prior to the visit. The risk assessment will include the following considerations:

- Identification of known/possible risks;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to pupils for this visit;
- Any unsupervised contact between volunteers and pupils to ensure appropriate vetting measures are in place.

The Visit Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

When assessing the risks consideration will be given to:

- 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;
- The supporting adults competence and vetting clearance;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

## 9. Exploratory visit

Wherever possible the Visit Leader or nominated person will undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the 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 Visit Leader and/or participating adult are familiar with the area/venue. In exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance



about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review.

## **10. First Aid**

The first aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad one trained first-aider will accompany the group. All adults in the group will be advised how to contact emergency services and procedures for liaising with the academy should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken;
- A named person will be appointed to be in charge of first-aid arrangements;
- An emergency contact sheet will be included in the first-aid box.

When signing consent to the educational visit, the Head will assess if the level of first-aid provision is adequate.

## **11. 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:

- Sex, age and ability of group;
- Special needs children;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, general and related to 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 trust's risk assessment procedure for educational visits. Generic ratios do not apply to residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use academy staff alone. Parents/volunteers may be used to supplement the supervision ratio. They will be carefully selected, vetted (as detailed earlier) and ideally they should be



well known to the academy and the pupil group. All parents/volunteers assisting residential visits will be vetted and have DBS / enhanced checks for regulated activity clearance.

All adult supervisors, including academy staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any pupil who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. 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.

If the academy is leading an adventure activity, e.g. canoeing, caving, East Sussex and the Head must ensure that the Visit Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. In such cases qualifications will be checked with the national board of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader will ensure all participating adults are aware of the academy's emergency situation protocols and their roles in implementing such protocols. These include:

- Pupil Missing whilst on an Educational Visit
- Pupil Absconding from an Educational Visit
- Accident or Injury whilst on an Educational Visit

Mobile telephone numbers of the Visit Leader and all adults supporting the visit will be exchanged prior to commencing the visit.



## Supervision ratios and qualifications guidance for non-hazardous ventures

Activity	Qualifications/ staffing	Ratios	Notes
<p><b>Local visits</b> – in the local area, close to support at the base</p>	<p>an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required, unless in exceptional circumstances</b></p>	<p>1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards</p>	<p>A minimum of one qualified leader is needed for every group or class. They can then be supported by other qualified leaders or responsible adults.  Leaders should reflect the gender of the group.</p>
<p><b>Day visits</b> – more than 60 miles or one hour from base</p>	<p>an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b></p>	<p>1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10-15 pupils in school year 4-6 1 adult for every 15-20 pupils in school year 7 onwards</p>	



<b>Residential visit, UK or abroad, and visits abroad</b>	an experienced group leader other qualified leader(s) (numbers as required) other responsible adult(s) in support <b>a minimum of two leaders required</b>	1 adult for every 6 pupils in school year 1 to 3 (under 5's Reception classes should have a higher ratio) 1 adult for every 10 pupils in school year 4 upwards These ratios <b>do not</b> include the centre/residential base staff	As above, however it is recommended that the ratio of qualified leader to responsible adult support is low, at 1:1 or 1:2. <b>Leaders should reflect the gender of the group.</b>
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## 12. Photography

The Trust does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned and issued by the school. Please note this includes data memory cards. Adults supporting the educational visit who will be using the academy's equipment will be required to read and sign the academy's ICT Acceptable Use Agreement prior to commencement of the visit. The Visit Leader will ensure written parent / guardian consent is obtained before taking / using photographic images of pupils. This will include explicit consent for any planned use of images on the academy's website, the internet or release to the media.

## 13. Preparing Pupils

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

- 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.



## Transport

All pupils should be made aware of basic safety rules including:

- Arrive on time and to wait in a safe place; when crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group;
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;
- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

### 14. Pupils with special educational and medical needs

The Head will not exclude pupils with special educational or medical needs from educational visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage. Input by the Special Educational Needs Coordinator will inform this planning.

### 15. Communicating with Parents/Guardians

Parents/guardians need to be aware that the teachers 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 pupil's health and safety will be included in a letter to parents/guardians prior to each visit:

- Dates of the visit;
- Times of departure and return;
- Mode(s) of travel including the name of any travel company;
- Details of accommodation with security and supervisory arrangements on site;
- Names of the Visit Leader, staff and other accompanying adults;



- Visit's learning 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 supplied by parents and details of what they will be asked to consent to.



## **Appendix I**

### **Off-site Activities and Educational Visits Checklist.**

This checklist should be used in conjunction with the local authority Off-site Activities and Educational Visits: Regulations and Guidelines (OAaEV)

1. Is there an identified group leader who meets the definition of a leader in the OAAEV?
2. Is there a clearly identified purpose and specific objectives for the visit?
3. Is there an identified location for the visit which suits the purpose?
4. Have the risk assessments been written for:
  - a) the journey(s)
  - b) the down time if necessary
  - c) the activities if necessary
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAAEV?
6. Have the plans been discussed with your EVC and approved by the Headteacher?
7. If the visit is hazardous according to the OAAEV, and/or residential and/or abroad, have the plans been approved by the Governors using Appendix 3 from OAAEV at least seven weeks before the visit?
8. Are the staff and volunteers suitably qualified and competent?
9. Have enhanced DBS checks been carried out if required (essential for residential visits)?
10. Are the staff/pupils ratios acceptable according to the OAAEV and for the activities proposed?



11. Does the gender of adults reflect the pupils' gender (essential for residential)?
12. Has a preliminary visit been made?
13. Has parental consent been obtained?
14. Have the staff and volunteers been made aware of the pupils' dietary and medical needs?
15. Is a first aider and first aid kit available?
16. Is insurance arranged where necessary?
17. Have Medical Cards/2005 E111 forms been acquired for visits to Europe?
18. Has appropriate legal transport been arranged?
19. Have adequate arrangements been made to finance the visit?
20. Have all the pupils been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?
21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?
22. Has an emergency contact person been arranged through school who has copies of the pupils and visits information?
23. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using Appendix 3 from OAaEV, at least six weeks before the visit?
24. Have other staff who will be affected by the visit been notified?
25. Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser?



## **Appendix 2**

### **Educational Visits Planning – Pro-forma**

#### **School Educational Visit Planning - Pro-forma**

***Non residential trips : to be completed at least 40 days in advance of a planned trip.***

***Residential trips : to be completed at least 90 days in advance of a planned trip.***

#### **Curriculum Planning / Educational Purpose**

Please provide a brief overview of the proposed trip

Date of proposed trip ..... Venue .....

Pupils ..... Year group(s).....

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#### **Financial Planning**

Number of pupils ..... Number of staff  
.....

Transport costs / coach / train ..... Outward journey  
..... Inward journey

Accommodation costs ..... Per head / per night / total

Meals for pupils .....

Meals for staff .....

Resources / printing etc .....

Other costs \* including supply  
.....

.....

Total cost ..... Cost per pupil .....

Signed Trip Leader .....

Head - Authorisation .....

*If authorised – continue to complete the following checklist*



Letter sent to parents/carers to invite participation Date .....

Website updated Date .....

Copy letter attached Date .....

### Health & Safety Planning Checklist

#### Itinerary

Departure Date/Time .....

Return Date/Time .....

#### Pre-trip checklist

*Transport booked*  *Purchase order raised*

Name of transport company .....

*Accommodation booked*  *Purchase order raised*

Details of accommodation .....

*Resources purchased*  *Purchase order(s) raised*

Trip includes (please detail specific activities)

- 1.
- 2.
- 3.
- 4.

**Risk Assessments completed**  **Signature** .....

Please attach a copy of the risk assessment for each individual activity – including transport / accommodation etc

Nominated First Aider (s) .....

**Signed by EVC**  ..... **Date** .....

Copy of risk assessments placed on H & S file

School trip pack includes Critical Incident Management Procedure and a copy of this has been given to SMT/Trip leader(s) / first aider(s)



## Post Trip Review

*Please comment on:*

Overall educational value:

Overall financial value:

Quality of provision:

Transport  
Accommodation  
Meal provision  
Activities

Trip was completed within budget YES / NO

Refund due to parents/carers YES / NO\*

Policy: If the refund is less than 10% of the overall cost of the activity – a refund will not be due. Funds will cover administrative costs.



<b>5. Incident off-site – initial action – OFF-SITE</b>			
Initial Action	Additional Actions	Who By	Time
Supervise and support remainder of the group	Arrange for their return to off-site base		
Liaise with emergency services	One person to remain at the incident to assist or liaise with the emergency services		
Contact off-site base to communicate with other staff in party			
Liaise with Tour Operator/Travel Company	Confirm what arrangements are being made by the Tour Operator/Travel Company		
Contact Headteacher, emergency contact point, or designated member of staff and provide information:	<ul style="list-style-type: none"> <li>• Precise location (including postcode)</li> <li>• Description of the incident</li> <li>• Time of the incident</li> <li>• Number of casualties</li> <li>• Nature of injuries</li> <li>• Total number in the party</li> <li>• Your name and telephone number</li> <li>• Name and telephone numbers of individuals involved</li> <li>• Name of other members in the party</li> <li>• Action taken so far</li> <li>• Action to be taken and by whom</li> <li>• Telephone numbers for future communication - If possible provide alternative 'at-home' and 'off-site' numbers</li> </ul>		



<b>6. Incident off-site – initial action – ON-SITE</b>			
Initial Action	Additional Actions	Who By	Time
Liaise with police	<ul style="list-style-type: none"> <li>Police will liaise with responding police force if incident is in another force area</li> <li>Police will be notified by Foreign &amp; Commonwealth Office if fatalities have occurred abroad and will notify next of kin</li> </ul>		
Inform next of kin	REFER TO CHECKLIST: INFORMATION STRATEGY		
Liaise with Tour Operator/Travel Company	Confirm what arrangements are being made by the Tour Operator/Travel Company		
If incident has occurred abroad	<ul style="list-style-type: none"> <li>Contact the Foreign &amp; Commonwealth Office</li> <li>If a death or accident has been reported to a British Consulate overseas they will pass the details to the UK police who will inform the next of kin</li> <li>Consular staff in London will keep in touch with next of kin and the Consulate abroad</li> <li>Access interpretation service as required</li> </ul>		
Obtain information on arrangements for casualties	REFER TO CHECKLIST: CASUALTIES		
Obtain information on arrangements for fatalities			



Obtain information on return travel arrangements	REFER TO CHECKLIST: REUNITE FAMILIES		
Liaise with police regarding reception arrangements for people returning			
Arrange for appropriate staff to travel to where the incident occurred		<ul style="list-style-type: none"> <li>• Liaise with Police for incidents in UK</li> <li>• Liaise with Foreign and Commonwealth Office for incidents abroad</li> <li>• Liaise with those affected, and relevant authorities</li> </ul>	

<b>7. Casualties</b>			
Initial Action	Additional Actions	Who By	Time
Establish who is affected and details of injuries/fatalities	<ul style="list-style-type: none"> <li>• Liaise with Police for incidents in UK</li> <li>• Liaise with Foreign and Commonwealth Office for incidents abroad</li> </ul>		
Obtain information on current location of casualties			
Record the names of people being taken to hospital			
Nominate staff to accompany injured person(s) to hospital	Record which staff are accompanying injured people		



Obtain a copy of family and staff contact lists			
Inform next of kin	REFER TO CHECKLIST: INFORMATION STRATEGY (Note: The Police will notify next of kin of fatalities)		
Obtain information on arrangements for the deceased	<ul style="list-style-type: none"> <li>• Liaise with the police</li> <li>• Coroners have responsibility for investigating any unnatural or violent deaths that occur in their area, including a death overseas if the body is brought back to this country</li> <li>• For incidents abroad the Foreign and Commonwealth Office can advise on:</li> <li>• Burial or cremation overseas</li> <li>• Bringing remains and personal property back to the UK</li> <li>• Obtaining a UK death certificate</li> </ul>		



<b>8. Information strategy</b>			
Initial Action	Additional Actions	Who By	Time
Arrange communication resources	REFER TO CHECKLIST: COMMUNICATION ARRANGEMENTS		
Receive incoming calls	REFER TO CHECKLIST: INCOMING CALLS		
Provide information to staff	REFER TO CHECKLIST: INFORMATION FOR STAFF		
Provide information to students	REFER TO CHECKLIST: INFORMATION FOR STUDENTS		
Inform next of kin	REFER TO CHECKLIST: INFORMING NEXT OF KIN		
Notify contractors, service providers, delivery firms etc.	Advise of incident and any alternative arrangements		
Advise other school users	Advise of incident and any alternative arrangements		



General Points		
<ul style="list-style-type: none"> <li>• Many of those involved in the incident will possess mobile telephones; therefore news of the incident will spread very quickly and will be beyond the control of the school</li> <li>• Maintain close liaison with the police. In most critical incidents, the police will be responsible for managing information about the incident</li> <li>• If the incident occurred abroad, maintain close liaison with the Foreign and Commonwealth Office</li> <li>• If no information is available because of the investigation into the incident or difficulties in confirming the identity of those involved, every effort must be made by the appropriate authority to explain the reasons for this. Limited information may be better than nothing.</li> <li>• Avoid speculation</li> <li>• Do not make statements about further information or developments unless confident that it will be available</li> <li>• Important information should be repeated</li> <li>• Where possible, written information should be used to supplement verbal information</li> <li>• New information must be communicated as soon as possible</li> <li>• Those providing information should be aware that those receiving it might express anger and hostility</li> </ul>		

