



Off-Site Visits Policy

Review Date Spring 2021

Every Child, Every Chance, Every Day, Working Together



OFF-SITE VISITS POLICY

Review Date – Spring 2021

CONTENTS

1. The value and benefits of off-site visits
 2. Policy and Practice
 3. Management structure and lines of responsibility
 4. Approval and notification of outdoor learning and off-site visits
 5. Process of approval and notification
 6. Staff Training and induction
 7. Staff management and communications
 8. Staff responsibilities
 9. Staff competence
 10. Consent and management of group information
 11. Off site Visit procedures – All Visits/Activities
 - Pre-session/activity planning and considerations
 - During the Visit
 - Use of appropriate equipment
 - Management of on-going procedures
 - Groups ability and management
 - Incident management and containing emergencies
 - Illness and injury to young people and staff
 - Contact with animals, insects and plants
 - Indirect/remote supervision
 12. Post Visit activity
 13. Off-site Visit Procedures – Travel
 - By Foot
 - By Public Transport
 - By Car
 - By Coach and Minibus
-
- A. Accident and incident procedures
 - B. Near misses
 - C. Emergency contact numbers
 - D. Practical advice in case of an incident
 - E. Late back procedure
 - F. Remote supervision and missing clients

APPENDIX:

1. Off-site visit management categories (NCC)
2. Activity and levels of approval (NCC)
3. Definition of adventurous activities – all require NCC approval on evolve

OFF-SITE VISIT AND OUTDOOR LEARNING POLICY AND PRACTICE

1. The value and benefits of undertaking off-site visits and outdoor learning

The Establishment recognises the value of well planned and managed Outdoor Learning and Off-site Visits for young people –

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Crabtree Farm Primary school. They are an opportunity to extend young people's learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

Policy Objectives

- *To ensure that every young person has the opportunity to benefit from off site visits*

2. Policy and Practice

This document is a statement of the procedures and guidelines in place to ensure that outdoor learning and off-site visits take place within safe and meaningful context. In particular, it ensures that:

- Off-site Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Off-site Visits/ activities or Outdoor Learning will comply with OEAP National Guidance, NCC Off-site Visits Policy and the establishments' 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 Off-site Visits Policy.
- Systematic written procedures, based on reasonable and sensible risk/benefit management process and underpinned by establishment induction and training, support staff when leading outdoor learning. These procedures and any associated risk assessments 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.

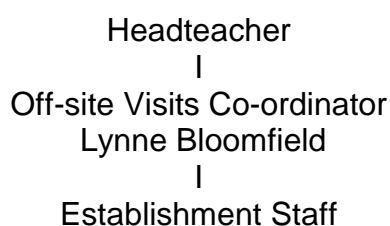
3. Management structure and lines of responsibility

In compliance with both DfE 'Health and Safety: Advice on legal duties and powers' and NCC Off-site Visits Policy the establishment will appoint a trained Off-site Visits Co-ordinator (OVC) and will ensure they attend a refresher course every three years following their initial OVC training.

The Off-site Visits Co-ordinator is: Lynne Bloomfield

The tasks of the OVC are outlined in the NCC Off-site Visits Policy

The OVC is responsible to:



4. Approval and notification of Outdoor Learning and Off-site Visits:

Every off-site visit or outdoor activity must be either notified or approved by the Headteacher or an appointed member of the Senior Leadership Team as outlined in this policy and indicated in the management structure, above.

For the purposes of approval off-site visits are classified into 3 categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc

All of these visits can be put on EVOLVE, or OV1 Forms can be used. One application can cover a range of visits or activities over a term, for example.

For the purposes of this policy the establishment defines 'regular and routine' (Category A) activity as:

Those activities that take place as part of a planned curriculum – to include...

Visits to Bulwell Library, Ken Martin Swimming Pool, Bulwell Riverside Leisure Centre, Bulwell Academy, Local City Schools, St Marys Church Bulwell, Sports Fixtures in Nottingham City and all activities on the delivery site of a non-adventurous nature.

That can operate within the following locations:

Within the local neighbourhood or Greater Nottingham City.

Beyond these areas of working it is recommended that the City Council Off-site Visits Guidance is used as a framework to plan and operate off-site visits and the visit becomes a category B visit.

- 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 eg Library Visits

Category B – Usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities.

All of these visits MUST be entered on EVOLVE and will require the approval of the OVC and Headteacher

Category C – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving '**adventurous**' activities, see **Figure 3** for more detail.

All of these visits MUST be approved using EVOLVE and will require the approval of the OVC, Headteacher and NCC.

5. Process of Approval and notification

Category A Notification of Regular and Routine visits:

All Local regular and routine visits both around and local to the site must be notified to the headteacher who will approve such visits verbally and or by email. Groups to inform the headteacher when they are going out.

1. Headteacher to approve the visit before leaving the building
2. Approval to be given verbally or in an email
3. Depending on the visit at the latest, the day before if weather dependent.
4. Groups to sign and date a regular and routine visit risk assessment

Category B visits to be approved by:

First stage Approval:

OVC Lynne Bloomfield

Second Stage Approval:

Headteacher

For **Category B** Visits -Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments should include:

- Travel
- All Visits
- Any other Risk Assessment appropriate to the activity
- Activity programme
- Programme planning information, as appropriate
- 2 weeks' notice required for all category B visits
- OV2 (Provider checklist) or use LOfC Quality Badge for checking providers.

Category C Visits, to be approved by:

First stage Approval:

OVC Lynne Bloomfield

Second Stage Approval:

Headteacher

Third Stage Approval:

Nottingham City Council Sport, Outdoor Learning and Sustainability Services Manager (SOLSSM),

For **Category C** visits Visit Leaders should complete the following:

Complete the On-line Approval on EVOLVE;

Risk Assessments that should include:

- Travel
- All Visits
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location
- Activity programme
- Programme planning information, as appropriate.
- Give minimum 6 weeks notice.
- OV2 (Provider checklist) or use LOtC Quality Badge.
- OV4 form – parental consent form completed

6. 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 of Establishment 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 establishment induction process in relation to this code of practice.

7. 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.

8. Staff responsibilities

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 and NCC Guidance, for the activities they undertake.

9. Staff Competence

- The Headteacher 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 generic risk assessments on the EVOLVE system.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and establishment risk assessment.
- All staff in sole supervision of young people must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes.

10. Consent and management of group information

DfE guidance ('Health and Safety: Advice on legal duties and powers', 2014) states:

“Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The Department has prepared a “one-off” consent form which schools can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).”

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”

The establishment will inform parents and seek consent for each category of visit by:

- For **Category A - local regular and routine visits**, that are part of the curriculum, planned programme or life experiences.
This will be in the form of a letter to parents outlining the range of off-site activities to be undertaken over a period of time.
These letters will be given out at admission.
- For **Category B visits**, that are part of the curriculum, but outside of the local area or regular routine.
This could be a specific letter/form relating to the particular activity/ visit.

Such letters may take the form of a notification/permission letter and may ask for voluntary financial contributions.

➤ For **Category C visits**, for example residential visits, adventurous activities or visits abroad.

Consent specific to these types of activities is asked of parents/carers. The **OV4** form can be used for this purpose.

- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance)
- When appropriate, ensure that the visit is logged on the EVOLVE Online system or that form OV1, or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The Headteacher or other nominated member of staff should have access to the following information, prior to and during and off-site 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 establishment contact person.

Appropriate details should be placed in an accessible location or available electronically.

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios.
- DBS checks should be obtained on all individuals helping on activities with children, as appropriate.
- Ensure appropriate briefings and instructions are given to the 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. Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any discussions.

11. Off-site visits procedures – all visits/activities

Pre – session/activity planning and considerations

Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- Ensure that the visit complies with this code of practice and NCC Off-sites visits Policy, both the policy and a summary can be found in the Resources section of EVOLVE.
- 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 Nottingham City Council, 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 off-site visit/activity and are briefed/notified accordingly and consent obtained, as appropriate, see **section 10**.

During the visit the Visit Leader will:

- Ensure children and young people are wearing appropriate clothing/equipment 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, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all time.
- Contact the establishment or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information r.e. 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 on-going conditions:

- Daily weather forecast obtained and plans adjusted accordingly.
- Ongoing risk assessment carried out by Visit Leader during the activity.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Headteacher or SOLSSM prior to the session. Such sites must be risk assessed before use.

Group ability and management

- Pre - plan supervision before visit and brief staff
- Discuss itinerary and arrangements and code of conduct with young people and staff
- Young people understand arrangements, that they are part of a group and need to follow instructions
- Ratios are set as part of the risk assessment, in line with National Guidance
- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- During a briefing on the day include 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 and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
- Member of staff identified to remain at the venue if transport leaves before the young person(s) return. Return by staff/school vehicle or public transport.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils
- Young people and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)
- Programme arranged with due regard to mobility and special needs of all members of the group

Incident management and containing emergencies

- Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
- Brief participants again at the beginning of the visit.
- 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.
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Young people and parents/carers should be reminded to bring individual medication where appropriate
- Mobile phones should be carried by staff.
- List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available.
- Emergency plan for lost or missing young people known and understood by group leaders.

Illness of injury – Young people and Staff

- At least 1 staff member 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 certificate uploaded to EVOLVE.
- Staff must know and understand the establishment emergency procedures. For staff this must be part of their induction training or briefing.
- First aid and travel sickness equipment carried, young people with travel sickness known.
- Member of staff identified to remain at the venue or accompany young person/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
- Supervision re-organised to take into account the member(s) of staff now missing.
- Group return home early if supervision levels fall below the required standard for safety to be maintained.

Contact with animals, insects and plants

- Avoid known high risk situations
- Take necessary avoidance action if encountered
- Ensure those with known allergies carry medication
- Wash hands after contact, especially before eating

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.
- Designated staff remain at a central contact point known by young people.
- Set clear boundaries.
- Parents/carers informed and if necessary consent given for indirect/remote supervision.
- Warn young people about traffic, if necessary.
- If appropriate, issue 'emergency cards' briefing young people on what to do if they get separated, including emergency numbers.

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 and continually monitor the group.

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.

12. Post visit activity

Where appropriate ensure that the visit is reviewed and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. The receipt 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 Off-site Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

13. Off –site travel procedures

BY FOOT (Derived from the NCC generic Risk assessment on 'Travel – On foot'. It will be important to make such procedures specific to the establishment 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 r.e. 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

Walking on roads:

- Face oncoming traffic
- Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats
- On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group
- Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side

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.
- Ensure seat belts are used
- Set 'pick up' times and check arrival times.

Buses and Trams:

- On double-decker buses supervisors should be positioned on both decks
- Use seat belts where possible
- 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:

Lone working (Child protection and behaviour):

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

- 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 DBS 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?

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?

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)

BY COACH AND MINIBUS

Traffic accident – injury to passengers:

- Coaches/minibuses have seat belts, which staff ensure are used.
- On double-decker coaches supervisors should be positioned on both decks.
- Young people not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes

Young people lost or separated - service station and other breaks in journey:

- Care always taken in parking in suitable place for disembarkation
- Brief young people: re purpose and timings of any stops
- How and where to contact staff
- Remain in pairs or threes (buddy system - each responsible for named other)
- Remind re moving traffic (driving on right abroad)
- Careful head count before departure

Accident injury due to poor supervision:

- Supervision within risk assessed ratios
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc and action in case of emergencies
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Make sure staff sit in different areas of the coach/minibus to ensure supervision of young people
- If there is an incident involving young people on the coach/minibus e.g. involving behaviour, stop at the next service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Injury / disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going)
- Make sure young people are evacuated safely off and away from the coach and road if it has to pull onto the hard shoulder

Action in case of injury or incident while travelling

On a normal Road

- On normal road keep pupils safe by remaining on the transport if it is safe to do so.
- If not then move the young people to a safe location protected from oncoming traffic.
- When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

On a Motorway

- Get the party behind the side crash barrier as soon as possible
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services

know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)

- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

If a minibus is self-drive or establishment operated ensure a risk assessment and operating procedures are in place, see NCC Minibus Risk Assessment and complete.

A. 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 Children and Families requirements in terms of reporting and recording accidents and incidents. These have been adapted from the City Council Health and Safety Manual. A full copy is available for reference in on the intranet. <http://gossweb.nottinghamcity.gov.uk/nccextranet/index.aspx?articleid=10108>

- All accidents must be recorded using the City Council 'Online Incident Reporting System' on the extranet.

Accident procedures are different depending on the type of person involved:

- Employee
- Non-Employee (other than pupils)
- Pupil(s)

All accidents to **employees** must be reported via the Incident Management System.

Accidents regarding **pupils** which occur on site under the following circumstances must be reported using the Incident Management System.

- Any incident where the pupil goes straight to hospital from site.
- Any curriculum related accident.
- Any accident where action needs to be taken to prevent a reoccurrence.

Accidents that take place remotely can be recorded on the form found at:

<http://gossweb.nottinghamcity.gov.uk/nccextranet/CHttpHandler.ashx?id=20944&p=0>

Other types of accident can be recorded locally.

- All violent incidents must be reported via the same system.
- All dangerous occurrences / near misses must be reported.
- Accidents, near misses and incidents will be reviewed at each staff meeting and during supervision.

B. 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 Reception along with guidance on how to use them.

C. 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 Establishment 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's Service Emergency Contact	Tel: 0115 8764608/4609 Mob: 07985 381931
City Council Out of Hours Service	Tel: 0115 915 1640/1633
Sport, Outdoor Learning and Adventure Services Manager	Tel: 0115 947 6202
Police, Fire, Ambulance, Mountain rescue etc.	Tel: 999/911

D. PRACTICAL ADVICE IN THE EVENT OF AN ACCIDENT

- a) Keep calm assess the situation establish the nature and extent of the emergency
- b) Ensure the safety of yourself and any other uninjured members of the group. Make use of Group Leaders and Assistants to supervise the group and ensure all other members of the party are:
 - Accounted for;
 - Safe;
 - Adequately supervised;
 - Briefed to ensure they understand what to do to remain safe.
- c) Contact emergency services, as necessary. (999 Police, Ambulance etc.)
- d) Attend to the casualty.

- e) Make arrangements to continue, alter the activity or return the group back to the establishment.
- f) Inform your nominated contact person, usually the Head of Establishment .
- g) Record accident/incident in accordance with City Council procedures, forms should be left for the attention of the Head of Establishment.

Use the OEAP **Emergency Action Card** as a guide.

In the event of a major incident / accident the Head of Establishment / 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's Services 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 Loxley **(0115) 876 3308 (Mob: 07932 379669)**, during normal working hours or the Emergency Planning Team **(0115) 915 1640** 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.

E. OFF-SITE ACTIVITIES LATE BACK PROCEDURE (applicable for all off-site activities)

Staff in charge of an off site activity must endeavour to return back to the Establishment (or groups base) within the estimated time back. If this is not possible then steps should be taken to alert the Establishment 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's Services / Emergency Planning Team who will assist in implementing major incident procedure.

All groups when operating off – site (outside of the establishment'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 establishments' 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.

F. REMOTE SUPERVISION AND LOST OR MISSING CLIENTS

In some cases clients 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 on-going 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 clients 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 establishment or central gathering point
- Inform the Head of Establishment
- 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 contact and educational establishment if necessary. Preferably within 20 minutes of being informed.
- Continue the search process until uniformed/additional help arrives.

**APPENDIX 1
OFF-SITE VISIT MANAGEMENT CATEGORIES (NCC)**

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities which must be defined in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc	Usually annual visits to attractions or locations beyond the City of County e.g. Visits to the seaside, major visitor attractions, UK cities.	Includes all residential visits, visits abroad and activities in hazardous environments or involving 'adventurous' activities.
Risk Management	If not covered by School/Establishment/Centre Policy, risk assessment and planning completed. Enter on EVOLVE system or use OV1 form, or similar.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Specific Activity being led or location working in. • Enter on EVOLVE system 	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> • All Visits • Travel • Accommodation • Specific Activity being led or location working in. • Check providers through OV2 or LOtC Quality Badge • Enter on EVOLVE system
Consent	Covered by consent at admission by parents, is clarified in School/Centre Policy and is part of the curriculum/offer.	Consent required if part of the curriculum (schools only), but outside of local area/regular visit. Could use OV3 form.	Inform parents/carers through OV3 and obtain Specific consent from parents/carers – OV4

APPENDIX 2
ACTIVITY AND LEVELS OF APPROVAL (NCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	OVC and HEAD OF ESTABLISHMENT	<ul style="list-style-type: none"> • Sports fixtures, within the county • School Swimming – formal teaching in life-guarded pools • Regular visits to libraries, places of worship, study support centres, local parks and open spaces, local shops etc. • Fieldwork in environments with no technical hazards. (e.g Wollaton Park, Bestwood Country Park, Nottingham City Centre etc.) • Visits to local/city museums and Space Centre 	<ul style="list-style-type: none"> • Local parks, residential areas and shopping areas.
B	OVC and HEAD OF ESTABLISHMENT MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Alton Towers, Farm Visits etc.) • Theme Parks and other tourist attractions • Seaside resorts • Zoos • Ice skating • Swimming in public, lifeguarded, pools • Walking in 'normal' country • London 	<ul style="list-style-type: none"> • Walks in 'non-remote' country Non-remote Country – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge. • 'Water Margin' activity
C	OVC, HEAD OF ESTABLISHMENT AND NCC MUST be entered on EVOLVE	<ul style="list-style-type: none"> • Any visit/activity involving a Residential (overnight stay) element including Camping and 'school sleep overs'. • Any visit abroad • Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member 	<ul style="list-style-type: none"> • Visits to hazardous environments • Overseas Expeditions • Any water-base activity • Any activity in Winter mountain conditions • Open Country/Remote terrain more than 30mins from a road (above 600m) • Near cliffs or steep terrain • Areas subject to extremes of weather or environmental change • Swimming in non-lifeguarded pools or open water

APPENDIX 3
DEFINITION OF ADVENTUROUS ACTIVITIES – ALL REQUIRE NCC APPROVAL ON EVOLVE

ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENSE

Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hillwalking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
--	---	--	--

NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quadbiking Go-Karts etc Airsports Horse Riding	Archery Rifle Shooting Fencing Martial Arts	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snowsports Dry Slope Skiing Grass Skiing Water Skiing Snorkeling - Scuba Diving
--	--	---	---

These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact the Sport, Outdoor Learning and Adventure Services Manager (SOLASM) , Martin Smith, 0115 947 6202 for further advice. (www.martin.smith@collegest.org.uk)
 If you are planning to undertake any of the activities outlined below, please contact the SOLASM before making any bookings.

- **Paint Balling**
- **Air Sports – paragliding, parascending, gliding, parachuting**

Inform the SOLASM if you are planning to undertake activities using high ropes