



# DEVONPORT HIGH SCHOOL FOR GIRLS

## OFF SITE ACTIVITIES POLICY

Named person: R Galley (EVC)

Category: Statutory

Review: Annually or When there are significant changes

Date to be reviewed: Summer 2019

**This policy has been reviewed with regard to the work/life balance of staff.**

Adopted by the Governors' Policy Committee on: 15/03/18

Ratified at the Full Governors' meeting on: 23/04/18

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## Section 1 – Approval for Off-Site Activities & Documentation

### 1.1 Categories of Off-Site Activity

All activities require that parents/carers are notified of the venue and nature of the activities that students will undertake. All Educational off-site activities require the approval of the Head Teacher. There are five categories:

Category	Example of Off-Site Activity	Approval	Separate Parent/Carer Consent Required?	Risk Assessment
<b>A</b>	<ul style="list-style-type: none"> <li>Local venue</li> <li>During school hours</li> </ul>	YES	NO	Use code of practice
<b>B</b>	<ul style="list-style-type: none"> <li>Outside of city boundaries (Radius 30 miles).</li> <li>Outside school hours</li> </ul>	YES	NO If during school hours YES If outside school hours	Code of practice/consideration of extra risks not included in the code of practice.
<b>B(s)</b>	<ul style="list-style-type: none"> <li>Sporting activities out of hours but within one hour's drive, (Radius 30 miles). No residential element</li> </ul>	YES But blanket approval for specified league matches	YES But seek blanket consent for pre-listed league matches.	Standard Sporting activity risk assessment as agreed with head teacher, plus any activity specific risk.
<b>C</b>	<ul style="list-style-type: none"> <li>Visits abroad</li> <li>Residential elements to the activity</li> <li>Adventurous activity (AALA)</li> </ul>	YES	YES Include a presentation evening for parents/carers with question and answer session.	Code of practice and full risk assessment of all elements of the activity. Any licence or Quality mark(s) to be checked.
<b>C1</b>	<ul style="list-style-type: none"> <li>Visits abroad – which contain an “extreme” element either by;                             <ul style="list-style-type: none"> <li>transport</li> <li>location</li> <li>activity</li> </ul> </li> </ul> <p>E.g. Climbing in the Alps, or an activity in the Developing World.</p>	YES	YES Include a presentation evening for parents/carers with question and answer session.	Full Risk Assessment completed try to involve students and other activity members were possible. Extra support to be sought from Home Office, National and International agencies, EVC, LA advisers and expert opinion were appropriate.

## 1.2 Approval for an Off-Site Activity

Approval is a two stage process. All forms should be logged on Evolve, where the EVC will review and suggest amendments, and then pass them forward to the Head Teacher. Any forms submitted directly to the Head Teacher will be returned.

**All documentation should be completed 5 weeks (for Cat C/C1 activities), 3 weeks (Cat B.) and 2 weeks (Cat. A), before the starting date of the activity to allow checking and approval.**

- **Initial approval** - Head Teacher. Must be granted before any contact with parent/carer or students. (Explain activity, gain approval for dates and costs, submit 'letter to parent/carer' for approval. Identify main risks.)
- **Final approval** – Head Teacher. All details of the activity, costs, risk management and letters to parents/carers have been checked and approved.

## 1.3 DVHT Forms

DHSG is an Academy and as such the responsibility for approval of all off-site activities is the responsibility of the Head Teacher and Governors of the School. New forms will be used to satisfy the approval and planning process for off-site activities. These forms in electronic versions are available on the school network:

**DHVT1 – *Initial agreement***, includes calendar approval and costing form

**DHVT2 – *Final Approval, Inc. Safeguarding Conversation with DSL***

**DHVT3 – *Risk Assessment*** form for completion as part of final approval process

**DHVT4 – *Parental Consent*** form if required for category B, B(s), C and C1

**DHVT5 – *Staff & Adult Volunteers Emergency Contact Details***. All adults, both staff and volunteers, must complete for all off-site activities.

**DHVT6 – *Students with known medical conditions***

All known medical needs have to be identified and relevant information gathered and made available to all supervising staff. This form lists the students who have known medical conditions. Relevant information may include Individual Health Plans, emergency symptoms and actions to be taken, and any other available information to manage a students' needs.

**DHVT7 – *Homely Medicines***

This is a general form for use on off-site activities for any 'Homely medicines' provided by staff at the request of the student. This form should be handed at the end of the activity to the Head's PA to be included with the activity planning and preparation documentation.

**DHVT8 - *Individual medication record***

This is an individual form for all students taking prescribed medication or needing health-care procedures during the course of the activity. These are to be used before, during and completed at the end of the activity and handed to the Head's PA to be included with the activity planning and preparation documentation.

## 1.4 The Approval Process

- Approval must be obtained for any off-site activity before any arrangements are made.
- All activities must have a clearly defined educational aim. Once agreed with parent/carer changes should only be made in extremis and parent/carer informed and agreement sought.
- Any arrangements, payments or agreements made without school approval are the sole responsibility of the member of staff concerned. This includes any financial loss incurred. All payments to providers MUST be made through the school's business manager after approval has been granted.
- The head teacher and governors reserve the right to cancel/veto an activity at any time. This is especially so if the planning and/or safety procedures put in place are not considered to be of a satisfactory standard.
- Make no presumption that because an activity has taken place on a previous occasion, or appears on the calendar, that it will automatically have approval granted. Each off-site activity is subjected to the same level of scrutiny and approval.
- First aid cover for each activity should be carefully reviewed. Each activity will have different needs due to its content and duration. The 'named person' will be responsible for care of the casualty and for calling emergency services. They should have a first-aid qualification suitable to the level of activity.
- Any person expected to administer prescribed medicines or undertake healthcare procedures whilst on a school activity must be trained for this role by a healthcare professional and must be specific to the individual's healthcare plans and needs. A first-aid certificate is not acceptable for this role.

### Stage 1 – Initial Agreement – Form DHVT1 and content of Activity Leader's pack:

- Main details, educational content of activity, venue, **date/time (agreed and signed by SLT for calendar)**, numbers and age of students, staffing, transport and summary of major risks identified.
- Costing implications, staffing, transport, residential costs, etc. **Agreed and signed by the Business Manager.** A nil return is still required even if no costs are involved. (See note regarding use of Mini-bus.)
- Letter to parents/carers.

### Stage 2 – Final Approval – DHVT2 & EVOLVE and content of final submission pack:

- Event details, staffing and student numbers to comply with agreed ratio, first –aiders, activities, venue details, transport arrangements. Contact numbers for establishment, venue and transport. Emergency contact for party and establishment out of hours
- **Participant list passed to DSL (Re: Safeguarding) – discussion of relevant information – signature obtained.**
- **All participants are screened for any medical special needs and risk assessed. Separate list compiled.**
- DHVT2 – Final Approval
- EVC Checklist – for completion by EVC and approval of Head Teacher
- DHVT3 - Risk Assessment (if required)
- **Planning and risk assessment must now reflect school policy for the PREVENT strategy**
- Final letter, all other letters and details that have been sent to parents/carers.
- DHVT4 - Activity consent form if needed
- List of all students and staff attending and their contact details, all special needs identified (e.g. diet/medical)
- Itinerary, emergency contact numbers for the venue, the 'activity group' and the agreed and named 'out of hours' school emergency contact number. (Either the head-teacher or a member of the school leadership group).

**Important** Prior to the day of departure a copy of the Trip Leader's Pack MUST be handed to the EVC in person to pass to the Head Teacher's PA, including all correspondence with parents/carers and providers. Do not 'leave' this documentation in the office, or with a third party.

Also, before the activity takes place a list of participating students MUST be submitted to the school 'Attendance Officer'. On the day, a pre-activity register MUST be taken and any absentees reported immediately to the 'Attendance Officer', either by a note or telephone call to the school. This is a legal requirement.

Trip leaders are expected to take with them any paperwork required to run the activity safely. If it is possible to take a school mobile with internet access that can be relied upon to access Evolve in place of paper copies, then this is encouraged. In areas where internet access may be limited or intermittent, then key information should still be taken on paper by the trip leader. Staff are reminded that they should follow the same data protection protocols during off-site activities as they would be expected to in school.

When an activity is taking place over the school lunchtime, please advise the catering manager of the date/ numbers of students that will be out of school. Students on free school meals are entitled to a free packed lunch.

### 1.5 Evaluation of an Activity

At the completion of an off-site activity a Post Activity Evaluation Form should be completed identifying any incidents or near-misses, as well as advice for up-dating codes of practice or risk assessments. This information along with any incident log and the documentation submitted to the school office prior to departure has to be stored in school for a period of six years. The evaluation should also be uploaded to Evolve.

## Section 2 – Advice on the Completion of Documentation

### 2.1 Letters to Parents/Carers

Letters to parent/carers are a statement of intent, and form an agreement between school and parent/carer. They should include:

- Information about the activity, dates and times, travel arrangements, requirements for drinks or packed lunches, Itinerary, any periods of 'remote supervision' identified and any other information pertinent to the activity.
- Any cost/voluntary contribution should be identified and the charging policy statement MUST be included in the letter. See below.

Large scale activities may require several letters to parent/carers as preparations move along. All letters need approval of the head teacher before being sent to parent/carers. All letters MUST be included in the pack handed to the head teacher's PA. The 'letter to parent/carers' is NOT a parental consent form. *A sample letter to parent/carers is provided in the 'Off-site activities' resource area as an example of good practice. 'Off-site activities/Example documents/Exemplar of Parental letter for an Off-Site Activity'*

## 2.2 Statement from Charging & Inclusion Policy

To be included in any letter asking for voluntary contributions. You may not 'charge' for an activity which takes place during school hours as part of the school curriculum. You are however allowed to ask for a 'voluntary contribution' of the cost.

The cost of the activity is £\_\_\_\_\_, and we are asking for a voluntary contribution of that amount. If you are in receipt of state support benefits and require assistance with funding for this activity, please get in touch with the Head Teacher via the School Office.

The activity can only take place if there are sufficient voluntary contributions.

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**\*\*INSERT 'TITLE' AND DATES OF YOUR PLANNED ACTIVITY\*\***

Name of Student ..... Form .....

I wish the named student to take part in the above activity.

I am willing to make the voluntary contribution of £

I include a deposit of £ *DELETE if not required*)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parents/Carers have the option to make an on-line payment via iPay Impact, or by cheque or cash. If you need details on how to register for an on-line account please contact the finance office. When making payment by cheque or cash this should be placed in an envelope with the student's name and form and put in the red payments box. Please make payment, preferably by cheque, to 'Devonport High School for Girls'.

Return this slip, the completed DHVT4 (if required), together with your cheque, to the finance office in a clearly labelled envelope by *(INSERT final date for visit application)*. *Online payments are also acceptable.*

## 2.3 Risk Assessments & Code of Practice (Operational Procedures)

For activities which have generic elements, i.e. elements which are part of many off-site activities, it is sufficient to operate that element of the activity using an agreed 'code of practice'. These include coach and mini-bus travel, walking in groups on roads, administration of 'remote supervision', residential stays, air travel and dealing with special needs. This list is not exhaustive. New codes of practice can be written as they are required.

These codes of practice can be downloaded from the school intranet, signed by the group leader if they are willing to follow that code of practice, and then included as part of the activity documentation. If the activity leader is not willing to accept the operational procedures they must then prepare a risk assessment.

For activity elements which are not generic, i.e. specialist activities which form a specific part of that particular activity, a risk assessment must be undertaken and a risk management document produced. Site visits often form a starting point for this process, but information can be gathered from experienced individuals and those with special knowledge of the activity or location. Expert advice should be sought.

A risk assessment consists of the evaluation of:

- **Hazard** – anything that has the potential to cause injury or harm. Example of these could be a cliff, wall, building, steep steps, transport, fire and many others.
- **Risk** – is the likelihood and extent, great or small, of harm being caused. Falling from a cliff whilst on a coastal walk is a risk with enormous consequences. That risk can be controlled.
- **Control** – these are the actions and measures taken by staff or others which can minimise the risk.

It is impossible to risk assess all eventualities and staff should not attempt to do this. **Common-sense and a proportionate approach is what is required and needed.** Findings should be recorded on form DHVT3.

Since September 2011 parents/carers of all students in the school have been asked to complete a standard consent form for all activities undertaken in the school. However, for various categories of trips which occur outside school hours or have elements which require more than a basic code of practice, further parent/carer consent will need to be sought.

This means that there is a presumption that all students will attend school activities. Parents/carers have the right to withdraw a student (for whom they are responsible), from any off-site activity. Therefore, they must be informed, in writing, of all off-site activities which students will attend. Parents/carers wishing to withdraw students from an off-site activity must do so in writing. Communication by word of mouth, telephone calls, e-mails or text messages are NOT sufficient to withdraw a student. **Any communication accepted from a parent/carer to withdraw a student from an off-site activity, must be in writing and include the parent's/carer's signature.**

## 2.4 The 'S-A-G-E-D' Model

When risk assessing an off-site activity, the EVC and activity leaders will make considerations according to the SAGED Model (see below) as part of this process:

<b>S</b>	<b>Staff Competence</b>	<i>Competent, Experienced, Trained, Common Sense</i>
<b>A</b>	<b>Activity</b>	<i>Water, Traffic, Adventure, Higher Risk Levels</i>
<b>G</b>	<b>Group</b>	<i>SEN, Behaviour, Medical Issues, Previous Experience</i>
<b>E</b>	<b>Environment</b>	<i>Weather, Water Levels, Daylight</i>
<b>D</b>	<b>Distance</b>	<i>Transport, Residential, Emergency Support (Inc. Time taken to have a member of staff replace a trip member if required)</i>

## 2.5 Key Words & Terms

### Purpose

The purpose of an off-site activity must be explained in educational terms to parents/carers. Activities must be defined and parents/carers made aware of any periods on 'remote supervision'.

### Staff

Staff, volunteers and any other adult members of an activity should be vetted for competence in the activities envisaged, as well as for any child protection issues. DBS checks are required for any adults who will work alone with young people. *Ask for advice from the Personnel Assistant if unsure.*

### Effective Supervision – Staff: Student Ratios

Students must be supervised effectively whilst on off-site activities. Staffing ratios are judged on the nature and location of the proposed activity, as well as the age of students involved. This means that the staffing ratio can be negotiated with SLT. For most off-site activities the ratio is 1:15. For visits abroad or with more 'adventurous' or residential elements the ratio may be 1:12 or 1:10. For visits to the developing world, or with extreme elements, the ratio may be reduced further, e.g. 1:8. *Please discuss the staffing ratio with the head teacher or the EVC if unsure.*



## **Dietary & Medical Needs**

*Party leaders for any visit should make themselves and accompanying staff aware of any medical or special needs within the party group.* That also includes staff members and volunteers. For residential activities where food is provided, the party leader should also be aware of any dietary needs of party members. This information can be collected through parent/carer consent forms (DVHT4) and the school SIMS system.

## **Briefing Students**

All visits should include a student briefing to explain the purpose of the activity, the required input from the students, anything that students should bring with them, the level of behaviour expected and systems and controls that will operate to protect the security and safety of the group.

## **Transport (e.g. Coaches)**

When booking coaches it is worth asking if the company drivers are DBS checked. Local Taxis can be booked through the school office from an approved provider. In the event of a road accident staff and pupils should obey the instructions of the coach, taxi or mini bus driver.

## **Staff & Volunteers**

Health and safety law requires that all members of a visit should be subject to the same level of care and security. Adult members of an activity will need to complete form DHVT5. Information supplied will only be used in the case of an emergency. This information needs to be included in the pack handed to the Head's PA prior to departure of the visit.

## **Use of the School Mini-Buses**

Any use of the school mini-bus comes under the control of the School's Business Manager. If you intend to use the mini-bus for an off-site activity you will need to make arrangements through the office and follow the school mini-bus policy. Any use of the mini-bus will incur a cost; do not presume that a local journey will be a no cost element of the off-site activity. It is vital that you liaise with the business manager. A document on the use of the mini-bus is available in the 'Off-Site Activities' resource area, in the additional guidance folder.

## **Section 3 – Advice & Guidance**

**Further Advice & Guidance for various aspects of off-site activities can be found on the Staff Resources Area, under: R:\Off-Site Activities\Additional Guidance (2015 - 2017)**

### **3.1 Medication on Off-Site Activities**

- No student under 16 should be given prescription or non-prescription medicines without the parent's/carer's written consent, except in exceptional circumstances where the medicine has been prescribed without the knowledge of the parents/carers.
- Students should be encouraged where practicable to self-manage medication and health-care procedures. If support is required after discussion with parents/carers, the student and medical practitioners, this must be available.
- Do not give aspirin, or medication containing aspirin, to any student under the age of 16.
- Staff should not give prescription medicines or undertake healthcare procedures without appropriate training from a healthcare professional.
- After discussion with parents/carers, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. They may require a level of supervision.

- Some medical procedures may require additional levels of support; these include but are not limited to supporting students with issues such as epilepsy, cystic fibrosis and diabetes (I.e. administering Epipens).
- All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as Asthma inhalers, blood glucose testing meters and adrenalin pens should NOT be locked away.

It is a requirement under the provisions of extended care, that students on an off-site activity will have access to prescribed medicines, and it is expected (if required) that staff will take charge of these medicines during the course of a visit and supervise their prescribed use, even if the medicines fall into the restricted drugs category. Prescribed medicines should only be accepted if:

- The medicine is in date
- Labelled
- Provided in the original container as dispensed by the pharmacist.
- Includes instructions for the administration, dosage and storage.
- The one exception is insulin. It must still be in date but may be in an insulin pump or pen.

(Most prescription medicines are already Class 3 drugs, but some may fall into Class 2 or even Class 1. As long as they have been prescribed by a medical practitioner, members of staff are covered in law to hold these medicines (i.e. *Loco Parentis*).

Whilst on an off-site activity it is permissible for staff to provide, with the written consent of a parent/carer, medicines which are classed as 'Homely'. These are medicines available 'over the counter' at a normal high-street chemist. These should never be offered, but only provided on request of the student, and then only after careful consideration and discussion with the student and other staff members.

**REMEMBER - DO NOT PRESCRIBE ANY MEDICATION** (see additional guidance; R:\Off-Site Activities\Additional Guidance (2015 - 2017)). Staff should also further familiarise themselves with guidance around dealing with splinters, available here.

- **DHVT6 – Students with known medical conditions.** All known medical needs have to be identified and relevant information gathered and made available to all supervising staff. This form lists the students who have known medical conditions. Relevant information may include Individual Health Plans, emergency symptoms and actions to be taken, and any other available information to manage a student's needs.
- **DHVT7 – Homely Medicines.** This is a general form for use on off-site activities for any 'Homely medicines' provided by staff at the request of the student. This form should be handed at the end of the activity to the Head's PA to be included with the activity planning and preparation documentation.
- **DHVT8- Individual medication record.** This is an individual form for all students taking prescribed medication or needing health-care procedures during the course of the activity. These are to be used before, during and completed at the end of the activity and handed to the Head's PA to be included with the activity planning and preparation documentation.

### 3.2 Safeguarding

***It is a requirement that a list of participants is provided to the Safeguarding Lead. There may be a discussion that needs to take place to pass on information about students which will assist safeguarding on the activity. The DHVT2 form (page 2) will need to be signed by the Safeguarding Lead to indicate that this process has taken place.***

All off-site activities are subject to the school policies on child protection and safeguarding. Visit leaders should make sure that they are fully compliant with the requirements of these policies. If there is any doubt over specific issues then guidance should be sought from the 'Designated Safeguarding Lead' (DSL). ***Specific reference should be made to the school policy for the PREVENT strategy.*** If an issue of a safeguarding nature occurs during the course of an activity, it will be referred to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead after initial discussion with the 'Emergency Contact' for the activity.

### 3.3 The Role of the EVC (*Educational Visits Co-ordinator*)

The EVC role at DHSG is to provide knowledge, advice and guidance for the administration of school trips to the head-teacher and governors, off-site activity leaders, participating staff and adult helpers. The role also requires that new guidance and provisions from government bodies and outside agencies is collated, communicated and adopted by the school and amendments to school policies are made in accordance with changing requirements and the approval of the Head-Teacher.

The role requires that all documentation for off-site activities and trips **MUST** be presented to the EVC, who will check the paperwork, and once satisfied, will pass it to the Head Teacher for approval. Any paperwork presented directly to the Head Teacher or PA to the head-teacher without scrutiny of the EVC will be returned to you. No communication with parents, carers or students about an activity should take place until initial agreement is granted, and no activity will take place until final approval is granted. The EVC is available to provide guidance and information as to the 'good practice' of managing an off-site activity.

***It is not the role of the EVC to complete the approval paperwork, nor is it their role to 'time-manage' the completion of the paperwork.*** The management of planning an activity and completion of the required paperwork is entirely the responsibility of the activity leader. If the paperwork is late, the activity will not take place. Paperwork for approval should be completed a minimum of two weeks in advance for category B/C/C1 activities and a minimum of one week in advance for category A/B(s) before the planned date of an activity.

Communication with the EVC can take place by e-mail on the school intranet or through the pigeon-hole in the main staff room. Any queries or concerns regarding an activity should be addressed to the EVC for help and support. Staff should be aware that the role of EVC is not a full time role. Useful documents are available in the 'Off-Site Activity' area in the staff resources area. There you will find all the forms required for managing a trip, as well as 'Codes of Practice' for managing risks, and also other guidance documents. If new 'codes of practice' are required please contact the EVC who will be happy to assist in drafting a suitable 'code of practice' for your needs.

### 3.4 Exchanges & Homestays

The single most effective way of understanding a different country, culture or language is to experience it first-hand. Given our dependence on a global economy, an understanding of the wider world has never been more important. An exchange visit involving the placing of young people in a family homestay setting has traditionally been seen as one of the best ways of enabling this.

Such experiences help young people to develop self-esteem, self-confidence and independence, while developing their knowledge base and broadening their horizons. Staying with a host family gives young people both an insight into the culture and a first-hand opportunity to use their language skills in a real context.

Exchange visits differ from other visits in that young people are not directly supervised by their leaders/supervisors whilst they are with host families. However, the legal responsibility for health, safety and welfare remains with the designated Activity Leader. Exchanges thus require thorough and carefully planned risk management that addresses the issues relating to indirect supervision and special issues relating to safeguarding and child protection. All parties involved must fully understand the implications of this reality.

Further advice and guidance on this issue is available on the Staff Resources Area under; R:\Off-Site Activities\Additional Guidance (2015 - 2017)

### **3.5 Photographs and Video Footage**

Photo/video permissions given by parents/carers for internal use are retained by the Main School Office, and activity leaders should be aware of these for students on activities. Staff should be mindful that not all students are necessarily aware of what permissions they do/do not have, and access to images created on an off-site activity should be regulated with this in mind. This applies also to those images created by the students themselves, and activity leaders should adopt a policy in-line with the in-school policy for this.

### **3.6 Residential Rooming & Transgender Guidance**

It is good practice to involve students in the planning of rooming for residential activities where possible, and a fire plan should be retained by the activity leader. Consideration should be given to students who present as transgender, and the Intercom Trust advise that as best practice that a conversation involving both the student and parents take place to clarify requests made in terms of rooming.

Some students may be adopting practices such as 'binding' or 'packing', and this may influence their decision to request specific rooming arrangements. Under the Equality Act (2010) suitable arrangements should be made to accommodate these request by both the activity leader and any providers. Furthermore, activity leaders should be aware of any students who are 'binding' as this may impact on their ability to safely engage in activities that require physical exertion, due to associated breathing restrictions.

### **3.7 Mini-Bus Licences**

All staff driving a school mini-bus for the purposes of an off-site activity should hold a full licence for the vehicle that they are using, and be aware of the Code of Practice relating to Coach and Mini-Bus Travel. If staff have not driven a school mini-bus for two or more years then they should look at refreshing their training at the Head's discretion. Staff using the school mini-bus must also submit to an annual electronic licence check in September of each year.

## **List of Appendices**

**APPENDIX 1 - DHVT1 – Initial Approval**

**APPENDIX 2 - DHVT2 – Trip Leader's Checklist**

**APPENDIX 3 - DHVT3 – Risk Assessment**

**APPENDIX 4 - DHVT4 – Parental Consent Form**

**APPENDIX 5 - DHVT5 – Staff & Adult Volunteer Emergency Details**

**APPENDIX 6 - DHVT6 – Students with Known Medical Conditions**

**APPENDIX 7 - DHVT7 – Homely Medication Record**

**APPENDIX 8 - DHVT8 – Individual Medical Record**

**APPENDIX 9 - Off-Site Activities – Contents of Trip Leaders Packs (2017)**

**APPENDIX 10 - Off-Site Activities – EVC & Head's Checklist (2017)**

**APPENDIX 11 - Off-Site Activities – Planning Flowchart (2017)**

**APPENDIX 12 - Off-Site Activities – Post-Activity Evaluation Form (2017)**

**APPENDIX 13 - Off-Site Activities – Emergency Procedures**



## DHVT1 - Initial Approval

**IMPORTANT: Approval of any off-site activity must be granted before any arrangements are made.**

**Off-Site Activity:** ..... **Activity Leader:** ..... **Dates: From** ..... **to** .....

**Describe the main elements of this activity:**

**Describe the educational values of this activity:**

**Identify the 'category of activity' (A, B, B(s), C or C1):**

**Venue(s):**

**Dates & Times:**

\*Date(s) agreed by SLT for Calendar.....

<b>Student ages/year group:</b>	<b>Number if student involved:</b>
<b>Staffing ratio applied:</b>	<b>Number of staff/volunteers:</b>
<b>First aid cover (Named staff member):</b>	<b>Total party numbers:</b>

**Transport Arrangements – drivers/mode of transport proposed:**

**Brief statement of major risks or hazards prior to a full risk assessment:**

**Checked by EVC:** .....

**Date**.....

**Approval of Head Teacher/Governors:** .....

**Date**.....

## Off-Site Activities Planning Flowchart

DHSG's Off-Site Activities Policy is that all trips and visits are to be logged on Evolve and a central paper copy of the records detailed below is to be completed by the trip leader. On completion, this paper record is passed to the Head's PA; we are legally obliged to retain this documentation for a period of at least 6 years. Upon departure for an activity a copy of the Trip Leader's File is to be passed into the Head's PA (via. The EVC) including a copy of the Risk Assessment (DHVT3), letters and emergency contact details and medical details of the students involved.

<p><b>Stage 1</b> <i>Initial Approval</i></p>	<ul style="list-style-type: none"> <li>[ ] <b>DHVT1 – ‘Initial Approval’</b>; signed by SLT (Re: Calendar), signed by Business Manager (Re: ‘Costings, Inc. “No cost” Trips),</li> <li>[ ] Copy of (Draft) <b>Initial Letter to Parents/Carers</b> to EVC, with tear-off slip (if applicable),</li> <li>[ ] Pass to EVC for <b>Head's Approval</b> (Inc. any supporting documentation). EVC will return to activity leader.</li> </ul>
<p><b>Stage 2</b> <i>Planning &amp; Leading the Activity</i></p>	<ul style="list-style-type: none"> <li>[ ] <b>Send approved letter to parents/carers</b> and plan information evening (if applicable),</li> <li>[ ] DHVT4 – ‘Parental Consent’ (Not required for Cat. A Activities); parents/carers must be <b>fully</b> informed of <b>dates, times, locations, activities and any periods of ‘remote supervision’</b></li> <li>[ ] Offer a “presentation meeting” for activities with residential elements, visits abroad or adventurous activities, or if requested by Head/EVC</li> <li>[ ] Begin logging the activity on <b>Evolve</b>. Work through the Contents of Activity Leaders Packs checklist.</li> <li>[ ] Have <b>Safeguarding Conversation</b> with the school’s DSL.</li> <li>[ ] Complete a full <b>DHVT3 (The Risk Assessment) and DHVT6 and upload onto Evolve</b>. This should address the needs of all the participants, and take into account the school’s PREVENT strategy</li> <li>[ ] If outside providers are used as part of the activity, the trip leader must ensure that suitable risk assessments are in place; <b>Inc. approval evidence such as ‘AALA’ or ‘LoTC’ certification</b>, and suitable insurance</li> <li>[ ] <b>Complete DHVT5</b> - Do not upload to Evolve, but retain paper copy confidentially</li> <li>[ ] <b>Complete DHVT6 &amp; DHVT8</b> paperwork identifying students with known medical conditions, and students with prescribed medication/medical procedures</li> <li>[ ] Complete <b>EVOLVE record of the trip</b> Inc. all relevant documentation and student list, and submit to EVC in advance of trip (see Off-Site Activities’ Policy for guidance).</li> </ul>
<p><b>Stage 3</b> <i>Post Activity Evaluation</i></p>	<ul style="list-style-type: none"> <li>[ ] Any <b>incident resulting in injury</b> should be carefully logged, and included in the school’s accident report log/central paper copy of the Trip Leader’s Master Copy.</li> <li>[ ] Report any <b>incident requiring removal to hospital</b> to the Head. Discharge notes will be required from the Hospital – get a copy!</li> <li>[ ] Complete <b>Post-Trip Evaluation</b> of any incidents requiring review of the Risk Assessment. Notes of changes should be recorded for future reference</li> <li>[ ] Complete <b>Community Report</b> (Pass to LN)</li> <li>[ ] <b>Refer any concerns about participants</b> of activity, particularly regards the PREVENT strategy to school’s DSL</li> <li>[ ] Any <b>new, additional or amended documentation</b> from the trip (E.g. DHVT7) should go in the Trip Leader’s Master File and be passed to the Head’s PA.</li> </ul>

## Off-Site Activity – Costing Sheet

Activity: ..... Leader: ..... Dates: From ..... to .....

**Expenditure**

**Estimate**

Transport:

Coach Hire / Train / Flights

Minibus Charges @ £0.45 per mile

£ \_\_\_\_\_

Accommodation

£ \_\_\_\_\_

Entrance Fees

£ \_\_\_\_\_

Reprographic Charges

£ \_\_\_\_\_

Insurance Charges *(only to be charged if pupils are paying for the activity):*

Trip under £20 per pupil                      £0.50 per pupil }

Trip between £20-£99 per pupil            £1.50 per pupil }

Trip between £100-£249 per pupil        £3.50 per pupil } £ \_\_\_\_\_

Trip between £250-£349 per pupil        £5.00 per pupil }

Trip between £350-£499 per pupil        £7.00 per pupil }

Trip over £500 per pupil – please refer to Finance

**Total Expenditure**

£ \_\_\_\_\_

Anticipated Number of Pupils on Trip

\_\_\_\_\_

**Cost Per Pupil**

£ \_\_\_\_\_ \*

(Total Expenditure divided by Number of Pupils)

\* If pupils are not being charged for this activity please confirm which budget the cost is to be taken from

\_\_\_\_\_ & \_\_\_\_\_  
(Budget Holder Signature)

**Costing prepared by:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Costing approved by Finance:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Letter & Costing approved by**

**Business Manager:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Check list – before submitting the completed proposal form please check that you have:**

- Cleared the dates with SLT for the Calendar and that they have signed on the first page in the correct place.
- Had the costing for the activity, including a 'No Cost' activity, checked by finance.
- Included your 'Letter to Parents/Carers' explaining the activity, and supplied any further information that you wish to submit in support of the activity, or that you wish to send to parents/carers.
- Had the costing sheet and letter checked by the Business Manager.

Now submit form DHVT1, 'Letter to Parents/Carers' and other documents to the EVC for checking, and then for approval by the Head Teacher.

**Remember - Do not have any communication, written or verbal, with parent/carers or pupils until you have received the Head Teacher's approval for the proposed activity.**



## DHVT2 – Trip Leader’s Checklist

Off-Site Activity: ..... Activity Leader: .....

Dates: From ..... (Time: \_\_\_\_\_) to ..... (Time: \_\_\_\_\_)

<b>Qualified Male Staff:</b>	<b>Qualified Female Staff:</b>	<b>Students Numbers:</b>
		<b>Female</b>
		<b>Male</b>
		<b>Total</b>
<b>Accompanying Male Staff:</b>	<b>Accompanying Female Staff:</b>	<b>Total number in party:</b>

<b>Named person responsible for first-aid:</b>	<b>Named person administration of prescribed medicines:</b>
<b>Give a brief description of activities that will be taking place on this Off-Site Activity:</b>	
<b>Establishment:</b> Devonport High School for Girls Lyndhurst Road Peverell Plymouth Devon PL2 3DL Phone: 01752-705024 e-mail: dhsg@dhsg.co.uk	<b>Venue:</b>  Phone: e-mail:
<b>Driver &amp; Vehicle details (if using self-drive):</b>	<b>Transport Company &amp; Contact Details:</b>

<b>Group emergency contact number for duration of activity:</b> Name: ..... Telephone Number: .....
--



**Off-Site Activity:** ..... **Activity Leader:** ..... **Dates: From** ..... **to** .....

**Evidence** – A copy of all documents relating to this visit planning and participant’s details, including all communication with any party involved at any stage, has been logged onto Evolve. The Activity Leader’s Master File has been prepared and will be handed to the Head Teacher’s PA upon completion of the trip, to be kept in an identified location.

**Safeguarding & Child Protection:**

**A list of pupils has been submitted to the Designated Safeguarding Lead. Any relevant information regarding specific issues has been discussed and forms part of the preparation for this activity.**

*Signed (DSL):* .....

All adults who have supervised access to children have been properly vetted in line with current school policy guidance. All adults are aware of their responsibilities under this guidance.

**The PREVENT Strategy** – I have considered all school policies relating to this activity including PREVENT.

**Risk Assessment** – the risk assessment covers everything that is foreseeable. Separate lists have been prepared where needed for all medical, dietary, social and cultural needs and requirements.

**Advice** – advice has been sought from an identified individual with expertise/technical competence where necessary. Advice has been sought for all medical requirements, and health care plans have been obtained.

**Adventure Activities Provider** – the event include adventure activities within the scope of the Activity Centre (Young person’s safety) Act 1995. The licence or validity of any Quality Standard Mark has been checked.

**Providers’ “Activities Staff” Certificates** – certificates of staff engaged in the proposed activity been validated for ‘in-date’ and are of sufficient standard. This includes Mini-bus and first-aid.

**Staff:Student Ratio** – there are sufficient staff to provide an acceptable staff-student ratio for the proposed activity. Staff with the party – there are sufficient male and female staff for the make-up of the party.

**Parent/Carer Consent** – arrangements have been made to inform parents/carers about the activity and any risk it entails. Parents have had a presentation evening and the chance to discuss C/C1 category activities.

**Briefing Students** – students have been made fully aware of the event and the expectations of them.

**Emergency Procedures** – all staff are aware of the emergency procedures, including any emergency contacts, and have been made aware of all identified special needs.

**Activity Leader:**

**Signature:** .....

**Date:** .....



## DHVT3 – Risk Assessment

Prepared by\* (PLEASE PRINT): ..... Date: .....

Off-Site Activity: ..... Activity Leader: ..... Dates: From ..... to .....

*In preparing this document consideration has been given to the activity, special needs of students/staff and all relevant school policies, Inc. PREVENT*

What are the hazards and risks?	What controls will be place to deal with this?	Who might be affected? (Inc. Notes, and an alternative plan)
		<i>Hint – hit 'TAB' to generate new row</i>

Signature of person preparing risk assessment\*: .....

Date: ..... \*Note that if the person preparing the risk

assessment and the activity leader are different, reasons for this should be given in advance to the EVC/Head Teacher.



## DHVT4 – Parental Consent Form

Dear Parent/Carer

Please complete and return the form below which relates to the off-site activity for which you have already received details. The form gives your consent for your child to take part in this activity, and confirms that you consider your child fit to participate, and for emergency medical treatment to be sought in an emergency.

<b>Off-Site Activity</b>	<b>Dates &amp; Times</b>
--------------------------	--------------------------

<b>Name of Student</b>	<b>Form</b>	<b>Date of Birth</b>
------------------------	-------------	----------------------

### **Medical Details – Inc. allergies, medication conditions, medication, travel sickness?**

Please give any details concerning your child's health requiring special attention but which does not prevent them from taking part here. If your child is/will be taking any medication during the visit please obtain form DHVT8 from the school office, complete all sections and return it with this form to the activity leader.

### **Any recent relevant medical history that may affect your child during the visit?**

**Loco Parentis** – I give my permission for members of staff to administer 'homely' remedies to my child on their request. **YES/NO**

**Parent/Carer Signature .....**

### **Dietary Requirements – vegetarian, vegan, gluten intolerant, etc?**

**Additional Comments**

**Swimming Ability\* (\*Activity Leader – Delete as Appropriate)**

Is your child able to swim 50 metres? **YES/NO**

Is your child water confident with regard to the proposed activity? **YES/NO**

**Statements**

- 1. I would like my child to take part in the above mentioned off-site activity and having read the information provided agree to their taking part in the activities described.
- 2. I consent to any emergency medical treatment required by my child during the course of the visit.
- 3. I confirm that my child is in good health and I consider them fit to participate.
- 4. I give permission for Devonport High School for Girls to share with a provider/third party, for the above named activity any of the medical information I have provided if necessary.

**Signature of parent/carer** ..... **Date** .....

**Name of parent/carer (PLEASE PRINT)** .....

**Contact details 1** Name .....  
Address .....  
Telephone (Home) ..... (Work) .....

**Contact details 2** Name .....  
(Must be at a different address) Address .....  
Telephone (Home) ..... (Work) .....

**Name of Family Doctor & Surgery:**  
**Telephone Number of Surgery:**



## DHVT5 - Staff & Adult Volunteer Emergency Details

This form need only be completed by staff employed by the school if any part of the activity is expected, or likely, to extend outside school hours (08:00 – 17:00hrs).

All other adult participants taking part in any off-site activity must supply these details for use in the case of an emergency.

**Off-Site Activity:** ..... **Date(s):** .....

**Name of member of staff/adult volunteer (PLEASE PRINT):** .....

**Medical Conditions** (*only give information that has a direct implication for the specified off-site activity*)

**Dietary Requirements** (*e.g. vegetarian, vegan, gluten intolerant, etc?*)

**Contact Details** (*In the case of an emergency, please indicate the name of the person you wish to be contacted*)

**Name**

**Address**

**Tel.** **Mobile**

For the purposes of the visit/trip identified above, in the case of an emergency I give my full permission for medical attention which may include the use of anaesthetics to be sought.

**Signed** ..... **Date** .....

**At the end of the specified trip or visit, providing no incident has occurred which requires its retention, this document and the contained details will be destroyed**



## DHVT6 - Students with Known Medical Conditions

(Inc. those requiring prescribed medicines or health-care procedures)

Off-Site Activity: ..... Activity Leader: ..... Dates: From ..... to .....

“Staff should NOT give prescription medicine or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training.” *DfE April 2014*

Student's Name	Medical Condition & Medication/Procedure Prescribed	Trained Administrators Name & Training Undertaken	Healthcare Plan Obtained?



## DHVT7 - Homely Medication Record

Off-Site Activity: ..... Activity Leader: ..... Dates: From ..... to .....

To be completed by all staff who administer medicines to children at school or on off-site activities. **Homely medicines may only be given with the signed consent of parent/carer (see DHVT4).** *HOMELY* medicines are classed as medicines available over the counter at high street chemists.

**DO NOT GIVE ANY MEDICINE CONTAINING ASPIRIN TO ANY CHILD UNDER 16 YEARS OF AGE UNLESS PRESCRIBED BY A GP.**

**“Staff should not give prescription medicine or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training.” DfE April 2014**

Date	Name of Student	Complaint/Request for Medicine	Medicine	Dosage	Time	Name of Administrator







## DHVT8 - Individual Medical Record

Name of Student .....

Form .....

### Part 1 – Details of Prescribed Medication

<b>Medical Condition(s)</b>	
<b>List all medication prescribed (Please refer to paragraph below*)</b>	
<b>Quantity received</b>	
<b>Quantity returned</b>	
<b>Parent/carer agreement with the school (Please tick agreed box)</b>	<input type="checkbox"/> Student will self-manage all medical needs without assistance <input type="checkbox"/> Student will self-manage but may need some assistance <input type="checkbox"/> Student will need a trained medical administrator

**\*I confirm that the medication is in its original packaging and that the following details are clearly identified by the prescriber: my child's name, the date the medication was prescribed, expiry date, prescribed dose and any relevant advice about how to administer the medication.**

Does your child have a long-term medical condition e.g. diabetes, asthma, heart condition etc?

Yes  No

If you have answered yes to the question above, have you agreed a 'Health Care Plan' with the school (SENDCo)?

Yes  No

Parent/Carer Signature .....

Date.....

Name of Student .....

Form .....

**Part 2 – Details of any homely medications provided by the parent/carer**

<b>Medical Condition(s)</b>	
<b>List all homely medications that you are providing as a parent/carer for your child (Please refer to paragraph below*)</b>	
<b>Quantity received</b>	
<b>Quantity returned</b>	
<b>Parent/carer agreement with the school (Please tick agreed box)</b>	<input type="checkbox"/> Student will self-manage all medical needs without assistance <input type="checkbox"/> Student will self-manage but may need some assistance

**\*I confirm that the medication is in its original packaging and that the following details are clearly identified; expiry date, recommended dosage and any relevant advice about how to administer the medication.**

**Parent/Carer Signature .....**

**Date.....**







## Contents of Activity Leader Packs (2017)

This is a list of what you should be included in the Trip Leaders Pack for the various categories; it is by no means exhaustive. Much of this information is available in the school policy and guidance for activity planning. Staff should produce a 'master' file, or Trip Leader's Pack, a copy of which should be given to the Head's PA on completion of the activity, inclusive on any notes made on the activity and any necessary reviews post-activity.

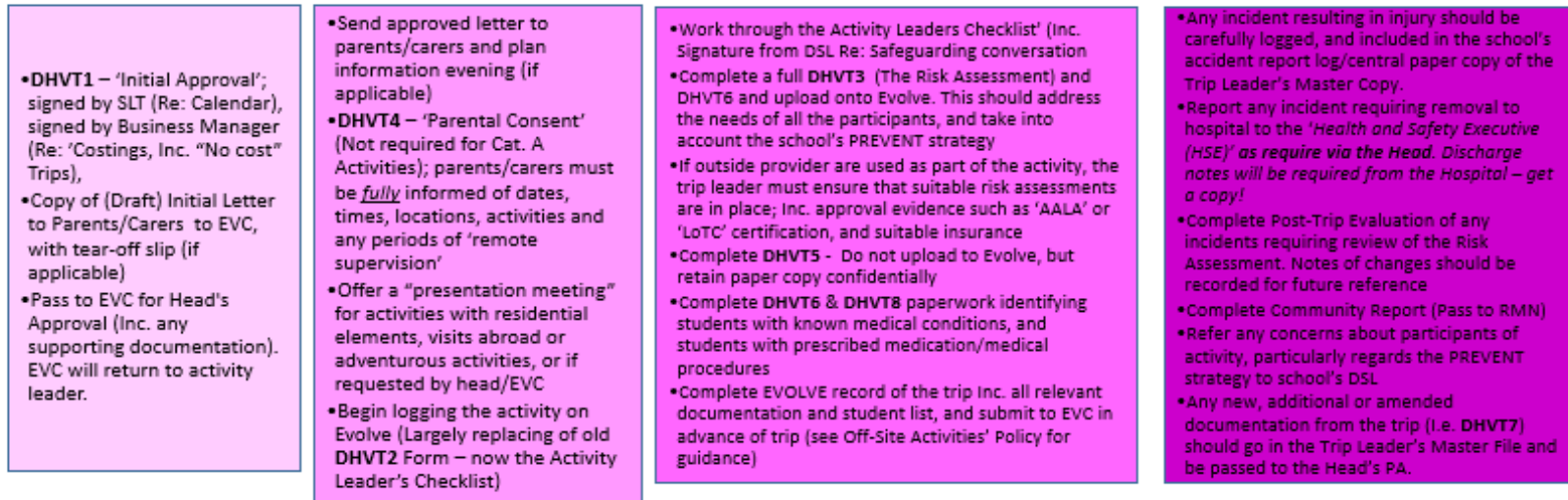
Off-Site Activity Classification	A	B	B(s)	C	C1
<b>STAGE 1</b>					
<b>DHVT1</b> – signed by Business manager, SLT calendar, Head, EVC	●	●	●	●	●
Letter to parents/carers – activity information date and times – no reply slip	●				
Letter to parents/carers – activity information, cost, date and times, reply slip	○	●	●	●	●
Supporting documentation	○	○	○	○	○
<b>STAGE 2</b>					
<b>DHVT2</b> – completed signed by the Head, Safeguarding Lead, EVC	●	●	●	●	●
<b>DHVT4</b> – Parental Permission for all student members of the activity	-	●	●	●	●
<b>Parent/Carer Letters</b> – (for activities class A, B & B(s) letter from stage 1 may suffice)					
• Activity description, travel details, times and dates	○	○	○	●	●●
• Emergency contact details home base and activity leader, itinerary, accommodation	-	○	○	●	●●
• General/specific information, clothes, dress, equipment, money, food/drink	○	○	○	●	●●
• Code of conduct – expected parental support	-	-	-	●	●●
• Summary of any 'Parental Presentations'.	-	○	○	●	●●
Contact list for all participants (Inc. Staff; <b>DHVT5</b> ), separate copy to attendance office	●	●	●	●	●
<b>Safeguarding</b> – list of all students sent to Safeguarding lead, signature required	●	●	●	●	●
<b>Special needs list</b> – include dietary, medical, cultural; <b>DHVT6</b> , <b>DHVT7</b> and <b>DHVT8</b> Student needs identified and risk assessed for student inclusion.	●	●	●	●	●
Code of Conduct and signed responses (if required)	-	-	-	●	●
Full itinerary	●	●	●	●	●
Travel arrangements – if not shown on DHVT2 – provider details, flights, etc	○	○	○	●	●
Accommodation – address/contact details, (if multiples not shown on <b>DHVT2</b> )				●	●
<b>RISK ASSESSMENT (DHVT3)</b> – based on all elements of the activities listed above, <b>special needs (medical and Dietary)</b> , transport, (remote) supervision, accommodation, contact with the public, hazardous activities, other factors effecting delivery and management of the activity.	○	●	●	●●	●●●
Emergency contact details home base and accompanying staff identified	○	●	●	●●	●●
Staff briefing based on complexity of activity – copy of briefing packs	○	○	○	●●	●●
Copies of student ID cards, emergency cards, emergency contact cards	-	-	-	●	●
Passport details and photocopies if needed	-	-	-	●	●
European medical cards and photocopies if needed	-	-	-	●	●
Any press, photographic, video release documents	○	○	○	○	○
Any other special needs identified – cultural, family contacts, etc	○	●	●	●	●
Hazardous activities identified, fully risk-assessed and documented	○	○	○	○	○
Plan B – emergency plan – not identified in RA		○	○	●	●
Any documents or contracts from outside agencies, providers	-	○	○	●	●
Arrangements for other situations which complicate the activity management:					
• Early repatriation of staff/students reasons	-	-	○	●	●●
• Staff travelling with partners or own children	-	○	○	●	○●
• Student/staff from other educational establishments, school contacts	-	○	○	●	○●
• Special elements of travel or arrangements at destination	-	○	○	●	●
• Limited communication at destination	○	○	○	●	●

**KEY:** ' - ' Unlikely to be required ' ○ ' Needs consideration ' ● ' / ' ●● ' / ' ●●● ' Essential & Important

# Off-Site Activities – Planning Flowchart (2017)



DHSG's Off-Site Activities Policy is that all trips and visits are to be logged on Evolve and a central paper copy of the records detailed below is to be completed by the trip leader ("Trip Leader's Master Copy"). On completion, this paper record is to be passed to the Head's PA; we are legally obliged to retain this documentation for a period of at least 6 years. Upon departure for an activity a copy of the Trip Leader's File is to be passed into the Head's Assistant with a copy of the Risk Assessment (DHVT3), Inc. emergency contact details.



R Galley, EVC (January 2017)

All documentation should be completed 5 weeks (for Cat C/C1 activities), 3 weeks (Cat B.) and 2 weeks (Cat. A) before the starting date of the activity to allow checking and approval.



## Post-Activity Evaluation Form

To be completed at the end of each visit and filed with the visit details for retention for six years.

The purpose of this document is to highlight good practice and to record any incident or 'near-miss'. This will assist the planning of future visits and improve the risk assessment and/or code of practice being used.

**Off-Site Activity:** ..... **Activity Leader:** ..... **Dates:** ..... to .....

**Any elements of the planning or risk assessment which you consider enhanced the experience, safety and/or well-being of the students/staff involved. Which of these would you recommend to other activity leaders?**

**Any incident or near-miss that will cause changes in the planning or the risk assessment. Please include what new controls, if any, will be implemented.**

**Any issues of planning or delivery that can be improved after consideration of this visit which benefit the educational value, safety and/or well-being of the students/staff involved. What changes will be made?**

**Signature:** ..... (*Activity Leader*)

**Dated:**

.....



## Off-Site Activities EMERGENCY PROCEDURES

*School Telephone Number – (01752) 705024 & Out of Hours – Mrs Hemsi*

### In the event of an accident:

1. Establish your own safety
2. Ensure the safety of the group
3. Give immediate help to any casualties
4. Get help

### Aim to:

1. Preserve life
2. Prevent the condition worsening
3. Promote recovery

### First aid check:

1. **Breathing** - Clear the airway – artificial ventilation
2. **Beating** - Check circulation – external chest compression
3. **Bleeding** - Look and feel – pressure & elevation
4. **Breaks** - Look and feel for irregularities – support
5. **NOTE:** - Do not move a casualty if you suspect serious neck or back injury unless their life is threatened

### Essentials:

1. Monitor – record all events and details – establish witness contact details
2. Treat for shock – reassure and keep warm
3. Remember the rest of the group – safety, comfort, shock
4. Do not split the group – unless it is the only way to get help – leave nobody on their own.
5. Control indiscriminate use of mobile phones by the rest of the group
6. Ensure that a leader accompanies any casualties to hospital

### Action:

1. Get qualified help asap – note your location accurately
2. Contact your school, centre, unit or base – you may be in shock and need support
3. News travels fast – your school, centre, unit or base will need accurate information
4. Do not admit anything
5. Do not sign anything
6. Do not talk to the press – refer to your employer's media officer
7. Direct contact with parents should be through your establishment SLT



### **Incident recording:**

Make an accurate record of all details as soon as possible – ***do not leave this until later when your memory of details may be confused.***

### **Record details of:**

1. Time, date and nature of the incident
2. Accurate incident location
3. Names of casualties
4. Details of injuries
5. Names of others involved but not injured
6. Locations of all involved when moved from the site
7. Names and contact details of witnesses
8. Action taken
9. Action still to be taken
10. An agreed forward plan

### **Notification:**

1. Notify the police if necessary
2. Notify the British Embassy/Consulate if abroad
3. Parents should be notified at the earliest opportunity – preferably by your school or unit senior contact
4. Notify insurers
5. Notify the tour operator/provider
6. Media enquiries should be referred to ***a designated media contact***
7. Do not discuss legal liability with others
8. Complete accident forms – remember RIDDOR Regulations 1995