



Moon's Moat Nursery & First School Offsite Visits and Learning Outside the Classroom Policy 2025-2026

Moon's Moat First School adopts the Worcestershire County Council Policy document:

'The Management of Visits and Learning Outside the Classroom Activities Policy'

The Establishments Arrangements section for this school is linked to the above Policy.

1. Policy Scope

This policy applies to all staff of Moon's Moat Nursery & First School

- Moon's Moat First School offers children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life. To enrich the curriculum for our children, we offer a range of educational visits and other activities that add to the learning in school.
- The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition, teachers plan a corresponding programme of visits and activities. We give details of these visits and activities to parents in each term.
- Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.
- All educational visits and activities support and enrich the work we do in school. There are also people who visit the school to support our work. Some visits relate directly to areas of learning for specific year groups, whilst others relate to all our children.
- For various subjects in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the LA:

- English – theatre visits, visits to local library, visits by authors, poets and theatre groups;
- science – use of the school grounds, visits to other sites e.g. Bishops Wood, Peck Wood, Arrow Valley Park, Bodenham Arboretum, Ipsley Alder Marsh;
- mathematics – use of shape and number trails in the local environment;
- history – castle visits, study of local housing patterns, local museums, local study;
- geography – use of the locality for fieldwork, village trails;
- art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear, concerts at Redditch Palace Theatre;
- design and technology – visits to local factories;
- computing – its use in local shops/libraries etc.;
- RE – visits to centres of worship e.g. St Leonard's, St Andrew's, synagogues, mosques, visits by local clergy.
- Residential visits e.g. Kingswood Activity Centre / Blackwell Adventure

This policy applies to all visits and LOtC activities whether or not they occur during:

- Normal working hours
- Weekends
- During holidays

Guidance being adopted

- Moon's Moat Nursery & First School adopts the OEAP National Guidance as sited within the WCC Corporate Policy document. All staff involved in Offsite visits and LOtC activities must follow this guidance unless WCC has provided alternative guidance either as a whole or in parts of the OEAP National Guidance. Clarification of the school's guidance must be sought from your Education Visits Coordinator - EVC.
- WCC has facilitated visits and LOtC activities by the provision of an Off-site Visits Advisor (a panel member of the OEAP), the electronic management system EVOLVE and OEAP accredited training provision.

Clarification of the roles.

- Governors ensure that staff have received appropriate training and that procedures are in place for the planning, organisation and reviewing of visits.
- Head Teacher – Checks the essential elements of the visit are in place and gives approval including staff approval.
- Education Visits coordinator (EVC) – Mrs Moorhouse / Mrs Ridgard
- Visit Leaders – all staff trained 2021. (Refresher training January 2025 TED)

2. Procedural requirements

- Staff receive Visit Leader training approximately every four years. NQTs shadow more experienced staff. EVC training is attended by a number of staff every 3 years using WCC approved providers.
- Approval of staff to lead activities and visits is given by the Headteacher. The Headteacher gives approval for:
 - Pupils and staff participating in visits and activities beyond the boundaries of the school; or,
 - Pupils and staff participating in activities that falls within the remit of Learning Outside the Classroom (LOtC).
- During visits there are agreed procedures in the event of an emergency. Visit Leaders carry contact details relating to staff, volunteers and children. A deputy leader must be appointed and must be prepared to take full responsibility for the leader's role if the leader is unable to do so.
- The **EVOLVE** system is used (as required by WCC if the employer) to manage the whole visit including: notification, planning, risk assessment, monitoring and evaluation and the approval process of any planned visit. When EVOLVE cannot be accessed, paper copies of all relevant documentation must be completed in school and submitted to the EVC and Headteacher for approval. EVOLVE forms must be submitted **2 weeks** prior to the visit (**1 week** for local sporting events) or **6 weeks** prior to the visit for a residential visit.
- Risk assessments – school undertakes a risk assessment for each visit. When visiting an out of school provider, risk assessment relating to the venue are obtained and reviewed. These risk assessments must be submitted on EVOLVE for checking and approval by an EVC and Head Teacher.
- All adults accompanying the educational visit must be provided with a copy of the risk assessment and any special requirements/ medical needs prior to the visit; preferably prior to the morning of the trip to allow them to read the information and raise any questions.
- Parents are informed in advance of proposed trips and provided with information re clothing, meals etc.
- School ensures that the collection/collation of medical (care plans, medication needs etc.), special needs (care plans, medical needs etc.), behavioural information on all participants on a visit is undertaken.
- Contact details for all adults (staff and volunteers) and pupils must be carried by the visit leader and deputy visit leader. A copy of the contact details must be left in the school office (and 24/7 emergency contact for residential visits). GDPR- duty of care- contact and medical details must be taken on trip. Staff are responsible for keeping these details safe throughout the visit and the details must be returned to the school office on return from the educational visit.

- First aid provision is always ensured by taking qualified first aiders and first aid boxes and/or specialist containers for medication such as epi-pens, diabetic, Ritalin etc., accident book to record incidents
- At all times children are closely monitored. Adults know who is in their group and do regular head counts. The visit leader counts children & adults out and in.
- Emergency plans - staff carry the WCC emergency action cards or equivalent.
- EVOLVE facilitates an evaluation of visits

3. Monitoring: approval and monitoring roles of the below

- Head Teacher/Governors ensure that staff have received appropriate training – see 2 above.
- Consultation on visits requiring specialist advice with Offsite Visit Advisor – details on EVOLVE.

4. Induction, training and succession planning

- All teachers receive VL training and NQTs are appropriately supported to ensure that risk assessments are rigorous – see above
- EVOLVE and internal paperwork are monitored by the EVC and Headteacher
- EVC to provide cascade training to VL and emergency contacts
- EVC to provide critical incident training to VL and emergency contacts

5. Risk Management and Risk Benefits Procedure

WCC provides this through the OEAP National Guidance and an Off-site Visits Advisor

- Training for staff in risk management and risk-benefits assessments is provided by WCC.
- School holds some generic risk assessments but these should always be adapted according to the needs of individuals being taken on a visit.
- Information about specific and/or local hazards associated with the planned visit must be obtained and recorded. If necessary, adaptations to minimise risk MUST be taken.
- Ratio numbers for the planned visits must reflect the needs of the group / class being taken out. Some children may require 1:1 support and the person supporting must not be used to supervise others if this is the case. *These ratios are a general guide; 1 adult to six pupils in years 1 to 3 (under 5s need a higher ratio); 1 adult for every 10-15 pupils in years 4.*
- Transport arrangements are always included as part of the Visit Planning Checklist and parents are told how children will be transported to and from

a venue. The school uses certified and established coach companies and staff will not transport children in their private vehicles unless they are fully insured for this purpose (business insurance).

6. Providers - selection and assessments

WCC as the employer, has set out its expectations for the selection and assessments of potential providers for off-site visits and LOtC activities as follows:

- Website - Visit the provider's website or seek its official literature
- Quality badge - Find out what if any quality badge they have and what it actually assesses/inspects to gain the quality badge, check out if the provider actually holds the quality badge stated (WCC recognise LOtC, Adventure Mark, AALS)
- Engage with the provider – talk to them, get risk assessments from them and any other information they can provide e.g. plans, maps directions, car parking etc.
- Past visit – Check using EVOLVE (WCC requirement if maintained school) if other schools have used this provider or look at own past school visits and feedback after the visit
- Preliminary Visits - Carry out a preliminary visit if possible, if not try to seek a contact from another school who have used the provider by using the EVOLVE system.
- Governing Bodies – Check if any of the activities planned are affiliated to a governing body e.g. rugby – Rugby Football Union, canoeing – British Canoe Union
- Off-site Visits Advisor – consult with WCC Off-site Visits Advisor Rachel Whiteley.

7. Volunteers

- The use of volunteers is kept to a minimum as we feel that staff are best placed to anticipate and deal with issues arising on trips. However, occasionally volunteers are required and school has a policy that all must have an enhanced DBS check.
- Volunteers are provided with key information relating to the visit. They have a copy of the risk assessment, the Emergency Contact Card, a list of children in their group and any pertinent information relating to specific children. Volunteers are 'paired' with a teacher who can supervise them during the visit. Volunteers cannot be Visit Leaders.

8. Emergency Procedure and Incident Reporting

WCC Children's Services Critical Incident SLA provides advice and guidance through their 'Critical Incidents in Schools' training.

The OEAP National Guidance provides advice about planning for emergencies and WCC also provides you access to the Off-site Visits Advisor

WCC Emergency Planning Unit (if school has subscribed to the Critical Incident SLA), can access planned visit details in the case of a critical incident via the EVOLVE system.

WCC provides Visit Leader and EVC training and requires EVC's to be re-certified every 3 years and recommends a refresher for VL's between 3-5 years.

Advice and guidance is provided on EVOLVE.

WCC provides an On-line accident/incident reporting system and requires all incidents to be recorded as soon as possible, minor incidents to be recorded in an accident book with the first aid provision during the visit.

- All accidents and /or incidents must be reported and recorded. Any such incidents are reviewed to inform future risk assessments.
- The support provided from your employer (see above if WCC is the employer)
- During a residential visit, two members of staff act as emergency 24/7 contacts. During other planned visits, the school Office would normally be the main point of contact.
- School has a written Critical Incident policy
- WCC Emergency cards are issued to all staff members prior to a visit
- Contact details, medical needs, itinerary, staff, volunteers and pupils next of kin details on the visit are held by the Visit Leader, deputy visit leader and emergency contact (school office or 24/7 emergency contact for residential visits)

9. Behaviour - Staff, volunteers and pupils.

- Pupils who are unable to maintain an acceptable 'safe' code of conduct within school will not be eligible to participate on school visits. Parents will be informed of the decision.
- Occasionally children sign up to a 'Behavioural Conduct Contract' prior to a visit. These are always discussed with parents who undertake to collect children should they fail to comply.
- All staff volunteers and children are expected to behave appropriately at all times e.g. no alcohol, smoking, sneaking about after 'lights out' etc.
- Supervision requirements by staff at all times during the visit including down time and night time; the expectation of staff to be acting in a supervisory role even when in their own 'down time'.

- Staff are to ensure a suitable ratio of supervision is in place at all times – this must take account of individual needs, not just numbers in a group.
- Provision/clarity on discipline and sanctions on visits for non-compliance
- Any specific establishment rules relevant to the visit e.g. no mobile phones or other electronic devices etc. are shared with everyone ahead of the visit.
- The most senior member of staff will act in a supervisory role in unexpected circumstances towards a victim or perpetrator, where the individual is a member of the school party (escalation procedure).

10. Exclusion and Inclusion

It is unlawful to treat a disabled person less favourably or fail to take steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Expectations of staff must be reasonable and within their own competency to provide inclusion of a child.

This policy endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification wherever possible, though not to the detriment or danger of other pupils / staff
- Integrations through participation with peers.

11. Insurance

- The school has an insurance policy, arranged through the RPA, for off-site activities.

12. Finance

- The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

THE MANAGEMENT OF VISITS AND LEARNING OUTSIDE THE CLASSROOM ACTIVITIES

POLICY STATEMENT

The aim of Worcestershire County Council is to maximise the opportunities for children to learn through well planned visits and learning outside the classroom (LOtC) activities. All children (up to 18) either at school or under the partial or full care of the council are covered by this policy. To ensure that visits and LOtC activities are run by

competent staff, maximise learning and are properly planned the council has adopted the Outdoor Education Activities Panel (OEAP) National Guidance as the standard; employees organising visits and LOfC activities for young people will follow the National Guidance (<http://oeapng.info/>) and any Council policy, procedure, guidance and training that applies.

External providers commissioned to deliver visits and LOfC activities will be expected to be appropriately licensed, qualified and hold a recognised quality standard such as the LOfC badge. Procurement tenders and contracts will explicitly state a requirement for providers to provide evidence of their competence and adherence to national guidance as a prerequisite to any provision of services. Appropriate child safeguarding measures will also be required, e.g. disclosure and barring vetting.

This policy applies to all visits and LOfC activities whether or not they occur during normal school / working hours, breakfast clubs, in the evenings, at weekends or during holiday periods.

1. STRATEGY

The Council strategy for visits and LOfC activities is to apply the same standards and systems across all schools and children's services. In order to do this the Council has adopted the OEAP National Guidance as the standard for visits and LOfC activities and the EVOLVE planning and management system. The Council also expects any commissioned service providing visits and LOfC activities to work within the National Guidance and to be able to demonstrate their compliance through a quality standard, accreditation or scheme.

All visits and LOfC activities will follow the following hierarchy by using the EVOLVE system:

- Visit leader (VL) – initiates, plans (and runs) the visit or LOfC activity;
- Educational visit coordinator (EVC) – checks the plans and associated documents, gives outline approval, monitors progress, assesses the success (or otherwise) and provides feedback to improve future visits or LOfC activities. Each school must have an EVC; and,
- Headteacher / Service Manager – checks that essential elements for the visit or LOfC activities are in place and gives approval.

2. ORGANISATION

The Council has a duty of care to ensure that young people and staff on visits and undertaking LOfC activities are safe. This duty has been devolved through the management hierarchy to specific roles in schools and service areas. The responsibilities and functions of these roles are detailed below.

2.1 Health and Safety Adviser - Outdoor Education

A specific H&S adviser is designated to lead on outdoor education and the administration of the EVOLVE visit management system. The responsibility of the adviser is to:

- Perform audits and sampling as part of the normal H&S auditing process to ensure compliance with legislation and OEAP guidance as it applies to young people and staff undertaking visits and LOtC activities;
- Provide information to schools and services about visits and LOtC activities, e.g. policies, procedures, and guidance;
- Keep under review this policy and related procedures and update as and when new information or practice changes;
- Ensure that EVC's, VL's and other staff involved in visits and LOtC activities are trained and assessed as competent in their specific roles;
- Monitor a representative sample of visits and LOtC activities as notified to the council via the EVOLVE system;
- Monitor the commissioning and procurement of providers to ensure Council, licensing and quality standards are being met, e.g. use of checklists for approving providers;
- Provide advice and information on visits and LOtC activities, referring to specialist advisers for high risk activities.

2.2 Educational Visit Coordinator (EVC)

The EVC has a key role in the approval and management of visits and LOtC activities for schools / services. The EVC will be a trained and competent VL who has a senior position in a school or is a service manager. They will have attended the Worcestershire Educational Visit Coordinator Training. The EVC is responsible and accountable for:

- Preparing the school specific policies and procedures for visits and lotc,
- Ensuring all visits and LOtC activities meet council requirements, e.g. National Guidance;
- Ensuring parental / carer consent for children to take part in visits and LOtC activities;
- Ensuring visit leaders and other staff involved in visits and LOtC activities are appropriately competent;
- Organising induction and training for all staff involved in visits and LOtC activities;
- Preparing and testing critical incident and emergency plans
- Debriefing VL's following visits and LOtC activities to evaluate learning points
- Keeping appropriate records, e.g. accidents, incidents, risk assessments etc.
- Monitoring visits and LOtC activities (including those undertaken by external providers)
- Reviewing local systems for initiating, developing and approving visits and LOtC activities.
- Reviewing risk assessments/ EVOLVE prior to visits.
- Monitoring and reviewing the programmes of visits.

2.3 Visit Leader

The VL would normally be the originator of the visit / LOtC activity and manage the project from start to finish. The main responsibilities of the VL are to:

- Prepare outline visit / LOtC activity briefs for approval by the EVC;
- Draw up detailed plans for the visit or LOtC activity to include:
 - roles and responsibilities of staff and helpers,
 - risk assessments,
 - parental consent, medical information / provision and contact information,
 - manage the collection of fees and payment of providers,
 - safeguarding and child protection,
 - contracts with external providers are signed including agreed and clear handover procedures,
 - insurance cover is sufficient;
- Provide information to parents, staff and helpers and define their roles and responsibilities during the visit;
- Appoint a deputy visit leader and provide them with all the required information;
- Ensure ratios are adhered to;
- Carry out risk assessment, with clear learning aims/intentions and submit for approval on EVOLVE;
- Inform EVC at each stage of the planning process;
- Ensure a well-equipped first aid kit and school mobile phone is taken on each educational visit;
- Carry out preliminary visits; if applicable;
- Agree reporting procedures, emergency plans and contact details with the EVC/ Head Teacher;
- Provide all staff/volunteers accompanying the visit with a copy of the risk assessment and special/medical requirements.
- Be a role model for children on the visit, e.g. behave sensibly, not drinking alcohol etc.; and,
- Evaluate all aspect of the visit / LOtC activity during and after the event and prepare a report for the EVC.

2.4 Visit Support Staff, Assistants and Volunteers

Support staff, assistants and volunteers must all be DBS checked. Staff and volunteers who assist visit leaders to take young people out on visits play a very important role in ensuring safety and meeting learning outcomes for the individuals. Volunteers, when used play an equally important role in the visit as school employed staff and need to be given full information and training. Volunteers must comply with their expected role, if it is felt a volunteer is likely to ignore instructions then they must not be allowed to attend. The main responsibilities as a visit assistant are

- Contribute to the planning of a visit where requested by the visit leader.
- Provide emergency contact information and declare any health issues that may arise during the visit.
- Ensure they have attended any pre-meetings

- Ensure they have read and understood and abide by the visit plans and risk assessments.
- Feed back to the visit leader if they feel they cannot meet the expectations of the plans or can foresee issues.
- Supervise the young people in accordance with their instruction and training.
- Follow instruction from the visit leader on the day.
- Be a role model to the children e.g. behaving sensibly and not drinking alcohol etc.
- Contribute to the visit evaluation.

2.5 Schools

The council recognises that schools undertake visits and LOtC activities as part of their learning curriculum and therefore carry the accountability and responsibility for ensuring pupil and staff safety.

2.5.1 Governors

Governing Bodies have the responsibility to ensure that the school has effective health and safety policies and provision in place which meets statutory requirements, Council and national guidance.

2.5.2 Headteacher

Headteachers are responsible for approving the following:

- Pupils and staff participating in visits and activities beyond the boundaries of the school; or,
- Pupils and staff participating in activities that falls within the remit of LOtC.

Visits and LOtC activities will be notified to the Headteacher through the EVOLVE management system and approval given electronically. The Headteacher will specifically check:

- Staff competence (VL, EVC, activity specific qualifications, vetting and DBS);
- Provider or travel company details (e.g. do they meet required standards);
- Insurance(s);
- Emergency plans and contact details; and,
- That any adult who is acting in a supervisory capacity as a volunteer, assistant or helper is authorised by the participating school to undertake the visit or LOtC activity.

2.6 Services

Services for young people that undertake visits and LOtC activities are required to ensure the competence of staff who organise and manage visits and LOtC activities. The service manager will appoint a sufficient number of VL's and EVC's for the scope of the visits and LOtC activities undertaken. The EVOLVE system will be used for planning, approval and monitoring of visits and LOtC activities.

3. ARRANGEMENTS

The Council facilitates visits and LOtC activities by providing advice, information, training and subscribing to the EVOLVE on-line electronic information, management and planning system for visits and LOtC activities.

3.1 The EVOLVE system

EVOLVE is a subscription service that is part of the SLA for schools. The benefits of using the system are:

- Intuitive user interface;
- Reduced paperwork;
- Clear audit trail;
- Robust and simplified procedures;
- Real-time monitoring; and
- A comprehensive overview of all school off-site visits - especially important for critical incident planning.

The system URL is:

https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=worcestershireschoolvisits.org.uk

Full training on the system can be provided by contacting the H&S Team.

3.2 Training

Schools and services must ensure that staff undertaking or approving visits and LOtC activities have the requisite competencies; the Council recognises four core courses that give competence to the required standard:

- Visit Leader (VL): this course is the minimum that is acceptable to take young people on a visit or LOtC activity; refreshing staff every 3-5 years is recommended.
- Visit Leader Refresher Training (recommended 3-5 years)
- Educational Visit Coordinator (EVC): this course is only open to staff who hold a current VL certificate and have the managerial responsibility for giving outline approval for the visit or LOtC activity to take place; EVC's are required to revalidate every 3 years;
- EVC Revalidation

These training courses can be accessed via the H&S Team - details can be obtained from the Children's Portal or by contacting the H&S Team on 01905 846102. Other providers offer similar training but this may differ in content and syllabus especially in the use of the EVOLVE system and Critical Incident planning. If staff, schools or services are unsure whether a training course meets the Council's requirements they should contact the H&S Team as detailed above.

Pease note - Staff who lead and provide high risk activities for children must hold the relevant qualification from that sport's governing body.

3.3 Planning a visit or LOfC Activity

The planning of a visit or LOfC activity should reflect the complexity of the following variables:

- Staffing requirements:
 - What staff to young people ratio will provide effective supervision?
 - Are there gender issues?
 - Are assistants, helpers, parents or volunteers involved, in what capacity and are they duly authorised?
 - Have the staff attended the requisite training and gained the competencies required for the visit / LOfC activity?
 - Have staff been given the correct information and instruction for their roles in the visit / LOfC activity?
- Activity
 - What is the level of risk?
 - Are there insurance issues?
 - Is their sufficient competence (qualifications etc.) amongst the staff to run the activity?
 - Is the activity licensable?
- Group
 - What are the abilities of the group (e.g. previous experience)?
 - Do members of the group have mobility problems, learning disabilities, special needs etc.?
 - Are there any medical issues, e.g. medication?
- Environment
 - Is the activity indoors or outdoors?
 - What will be the impact of severe weather? What terrain
 - Is flooding / flash flooding going to be a problem?
- Transport / Distance
 - Where is the activity taking place (on site, off site, abroad)?
 - Is an overnight stay planned?
 - How is the group travelling?
 - What are the contingencies for getting back if there is a breakdown or other event?

3.4 Risk management and Risk Benefit

Risks associated with the visit or LOfC activity will become apparent during the planning stage. The hierarchy of risk management should be applied to determine what risks can be. It is recognised that a level of risk is acceptable in order to maximise the benefits from an activity in developing pupils learning the life skill of risk management. Therefore, a risk should be looked at in order:

- Avoided or eliminated if no benefits;
- Reduced to an acceptable or tolerable level as is necessary to maximise the benefits;

- Accepted without further control measures; or,
- Use of a provider or affiliated organisation, e.g. for high risk and specialist activities.

Once identified the risks that need to be managed should be properly assessed with regard to:

- What is "reasonably practicable", e.g. are their sufficient resources available to adequately reduce the risk;
- A risk – benefit analysis, e.g. do the learning outcomes justify the residual risk; and,
- The principles of sensible risk management –
 - ensuring that workers and the public are properly protected
 - providing overall benefit to society and individuals by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
 - enabling innovation and learning not stifling them
 - ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
 - enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk assessments should be performed on all substantial risks; measures should be identified to reduce the risk and to demonstrate that risks are acceptable / tolerable risks. Please note - if the risk cannot be reduced to an acceptable / tolerable level the Headteacher or service manager will need to decide whether the visit / LOtC activity can go ahead.

Where a risk has been transferred to an activity provider or affiliated organisation it is a necessary duty to carry out due diligence checks on the provider in order to be sure they are competent. It will sometimes be necessary to request copies of their risk assessments for information; this will always be the case for high risk, unusual or unfamiliar activities. Obtaining copies of such risk assessments is good practice and does not incur any liability on the individual visit leader, school or service. Any apparent errors or issues in the risk assessments should be taken up with the activity provider or affiliated organisation.

3.5 Emergency planning and critical incidents

Maintained schools and children's services are expected to include measures in their planning to deal with emergencies. In the first instance the school should have sufficient preparations in place (including insurance) to manage the immediate consequences of an incident to include:

- Ensuring that pupils and school staff are safe from further harm, priority to the group
- The relevant emergency services are notified (this should happen co-incident with ensuring pupil and staff safety)

- Appointing a member of staff to be the spokesman and liaison with the emergency services when they arrive (the member of staff to be proficient in the language of the country where the incident has occurred)
- Notifying the school
- Making arrangement for staff and pupils to return to their homes or residential accommodation (possibly with the help of the emergency services).

Once notified the school or service will activate their emergency plan and should notify the Council via Emergency Planning of the incident. The Headteacher (and Governors) or service manager will need to determine if the resources at the site of the incident are sufficient or if further support is required. How to access additional support should be part of the visit / LOtC activity planning, or the school / service may wish to purchase a support package as insurance. Blank critical incident crib card saved on staff shared and is available in Education Visit folder stored in the staff room.

'Coping with a school emergency: Practical Resources for schools' may be useful during a critical incident. A copy is saved on staff shared and is available in the Educational Visit folder, located in the Staff room.

NB. There may be a point where the magnitude of the incident and resultant media attention will require the Council to intervene: typical scenarios might be a major fire at the school, fatalities or when the incident has a significant impact on the local community. The nature of incidents is their unpredictability, so each will be treated separately on its consequences and impact. The 24-hour Emergency Number for Worcestershire County Council is 07624 909756. Separate guidance for dealing with critical incidents is available via the EVOLVE system.

3.6 Advice and Information

The council's H&S Team will provide general advice, guidance and information about visits and LOtC activities but cannot advise on high risk and specialist activities. Schools may have a Visit Leader with appropriate qualifications and experience but the more likely scenario will be that an external provider has been engaged to provide the activity. Schools are recommended to obtain advice and information on high risk and specialist activities direct from the provider or the activity / sport's governing body.

3.7 Transport

Careful thought must be given to planning transport to support off-site visits and LOtC activities. Statistics show that it is much more dangerous to travel to an activity than to engage in it. Schools and services must follow the Council's transport policies and procedures.

The level of supervision necessary should be considered as part of the risk management process when planning the journey. The number of staff (or volunteers) required to supervise children during transportation will depend on:

- The type of transport

- The driver (staff cannot supervise children and drive at the same time, groups that will need input from an adult during a journey either behavioural or other will require an extra adult to travel with them.)
- The distance to be travelled
- Any special needs of the children being transported.

Where a coach or bus is hired, the Visit Leader must be sure that a reputable company is used, (guidance on this in national guidance) and that contingency plans are in place should there be a breakdown or accident.

If transport is being provided by a minibus, the driver should have been through the Council's training and hold the correct license categories (e.g. C1, D1).

The use of private cars to transport children to visits and LOtC activities is not recommended. If there is no alternative, the EVC or Headteacher should perform some basic checks:

- Does the driver hold a valid license and the correct level of business insurance?
- Is the car taxed (and a current MOT if applicable)?
- Is the vehicle 'roadworthy'?
- Sufficient safeguarding is in place

4. MONITORING AND REVIEW

4.1 Approval of Visits and LOtC Activities

The Head Teacher or Service Manager has the responsibility for the formal approval of all Visits and LOtC activities. Approvals are performed using the EVOLVE system that automatically notifies the Council's H&S Team and Emergency Planning officers. The Council may require further details if the visit or LOtC activity:

- involves a journey more than 50 miles away from base;
- involves a residential or overnight stay; or,
- involves an adventurous activity or takes place in an adventurous environment.

4.2 Evaluation of visits and LOtC activities

The school or service EVC will ensure that the VL who organised a visit or LOtC activity performs an evaluation to determine:

- What went well;
- What went less well; and,
- How the visit or LOtC activity could be improved.
- Did the provider meet expectations?
- Is this a visit that can take place again?

It is expected that the EVC will share any learning outcomes with other schools and services.

Safeguarding / Child Protection

All staff and Governors have received appropriate safeguarding and child protection training (September 2025). All staff have read the following:

- Keeping Children Safe in Education 2025
- What to do if you're worried that a child is being abused
- Staff Code of Conduct
- Safeguarding and Child Protection Policy

Other related policies have been signposted such as Working Together to Safeguard Children, Anti-Bullying, Anti-Cyber Bullying Policy, Behaviour Policy, Critical Incidents, Health & Safety etc.

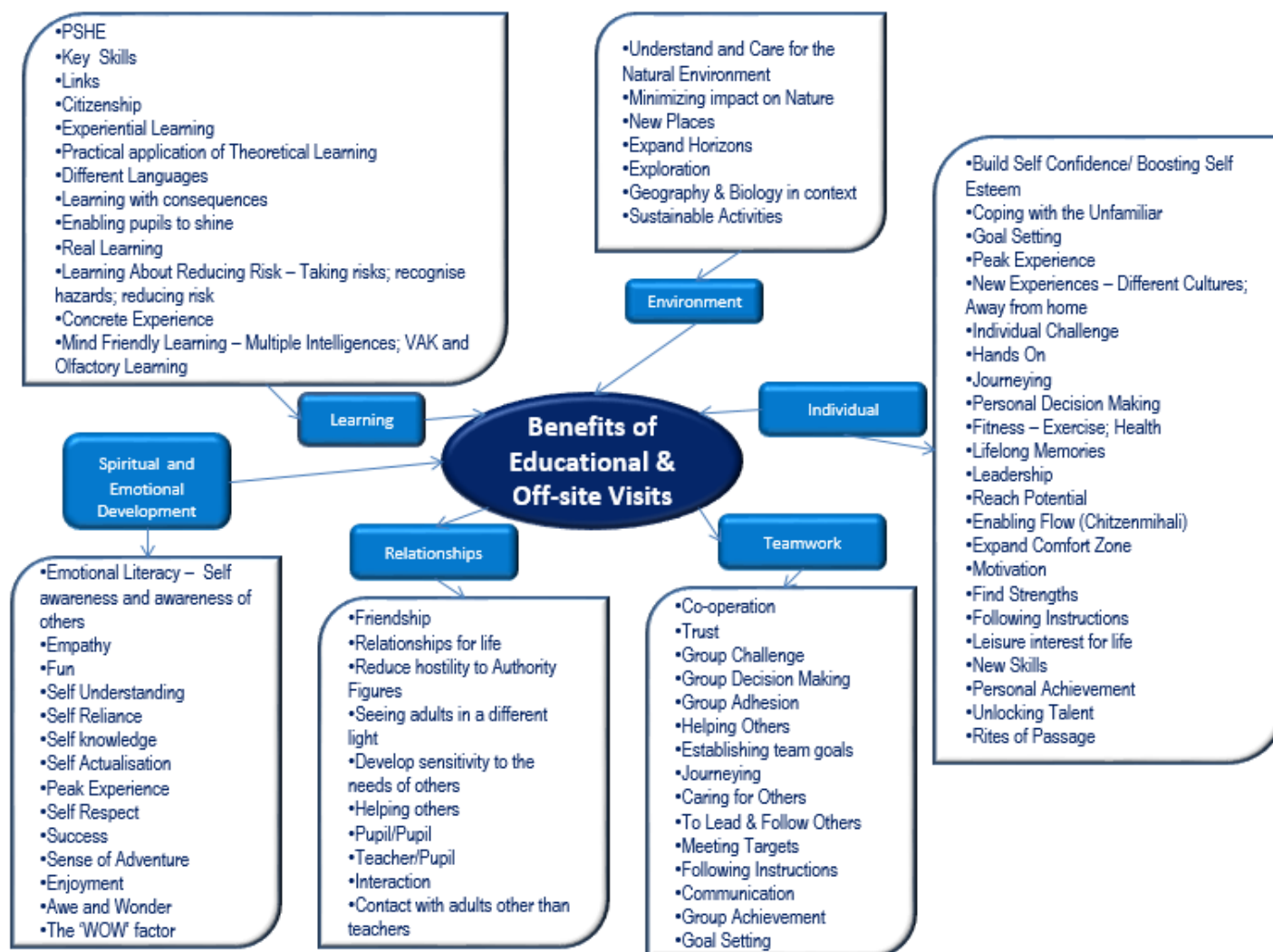
Staff working with children should maintain an attitude of '*it could happen here*' where safeguarding is concerned. If staff have any concerns about a child's welfare, they should act upon them immediately. They should follow the school's policy and procedures and speak with the Designated Safeguarding Lead (Miss Crawford) or one of the Deputy Safeguarding Leads (Mrs Kelly, Mrs Moorhouse or Mrs Lawrence). In the absence of these staff members, a member of the SLT should be contacted. All concerns should be acted upon and recorded on CPOMS.

4.3 Review

This policy will be reviewed every three years or sooner if there is a change in legislation, licensing (of activity providers) or national guidance.

Review Due: September 2026

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