

Value of Educational Visits

Educational visits make a valuable contribution to pupils' education and development. They are excellent opportunities to extend and enrich children's learning. It is widely accepted that they:

- raise achievement by boosting self-esteem and motivation;
- develop key skills;
- support the curriculum and aid Learning in a range of subject areas;
- develop social education and citizenship;
- promote education for sustainable development;
- promote health and fitness.

The governing body understands the importance of broadening the curriculum through educational visits and therefore support the school in their aim to achieve the objectives in the DCSF document 'Excellence and Enjoyment'.

The following guidelines are offered to enable safe, well organised and well structured visits to take place..

With reference to the Sheffield CYPD Educational Visits Guidelines (Issued January2005) and DCSF Health and Safety of Pupils on Educational visits.

Visit Proposal and Notification

The proposed visit should be agreed in school and, if appropriate, with the CYPD, at the earliest possible stage before proceeding detailed planning.

This involves notifying the Educational Visits Co-ordinator (Assistant Headteacher) who will consult with the Deputy Head and Headteacher.

Early notification will help to ensure that advice and guidance may be sought, offered and acted upon well before the visit takes place.

STAFF MUST REFER TO VISIT PLANNING CHECKLIST.

(See appendix 1)

CYPD Guidelines

The CYPD's guidelines for educational visits provides detailed guidance on educational visits for Sheffield CYPD schools. Staff should refer to these guidelines and follow the guidance issued by the CYPD to form an important early stage in organising and conducting a visit.

The SHEFFIELD CYPD Educational Visits Guidelines and supporting documents are on

CD and are available from the Visits Coordinator.

Risk Assessment

Risk Assessment is a legal requirement. Risk assessment and risk management must form an integral part of the planning and conduct of your visit.

- Preliminary visits must be made to the proposed destination.
- Three levels of risk assessment (generic, event specific and ongoing), taken together, form a sound risk management process.
They must all be undertaken for an educational visit to take place (See appendix 2).
- The Risk Assessment and Planning Format should be given to the Educational Visits Co-ordinator at least two weeks prior to visit.
- The CYPD application pack for a residential visit should be completed at least six weeks prior to the visit.

When planning to carry out risk assessments, ratio of pupils to adults must be considered. See CYPD Guidelines.

Leader Competence and Supervision

To ensure a high quality educational experience, it is essential to have competent leaders and supervisors, and to have a well thought out and managed supervision plan for the visit.

The school Continuing Professional Development Leader ensures that training for the appropriate staff is available.

The visit Leader must make preliminary trips to the venue and must ensure that risk assessment is managed and ongoing during the visit. An initial meeting should be held for prospective accompanying adults (include the Educational Visits Co-ordinator/ Deputy or Head).

First Aid

Staff must consider what level of first aid provision is appropriate to the visit. This should form part of the risk assessment process. Staff trained in First Aid List will be updated accordingly (see appendix 3).

Insurance

Adequate insurance arrangements are in place.
Staff should still consider carefully the insurance position in relation to the planned visit.

Emergency Procedures

All those involved in the visit, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do.

There should be ready access to all relevant information required, including details provided on parental consent forms, for the duration of the visit.

In emergency situations the Headteacher should be the school base contact. All staff involved should be familiar with the school's critical incident plan (See appendix 4).

Staff should note: *When responsible for pupils during a visit you have a duty of care to make sure that the pupils are safe and healthy and you have a common law duty to act as a reasonably prudent parent would.*

(See Appendix 5 - Code of Conduct)

Child Protection

Careful consideration should be given to child protection issues when organising the staffing and supervision of a visit. The Headteacher should decide whether or not Criminal Records Bureau checks are necessary and, if they are, ensure that they are carried out in good time.

Special Educational Needs, Disabilities and Medical Conditions

The Special Educational Needs and Disability Act 2001 makes a legal requirement that reasonable adjustments must be made to prevent disabled pupils from being put at a disadvantage therefore we must consider early in the planning process, participants' special educational needs, disabilities and medical conditions and how they can be accommodated.

Transport

Whether using transport or walking, staff must ensure that generic and event specific risk assessments, and the planning format has been completed and that the process of on-going risk assessment is in place.

Staff can use the Stagecoach Supertram for local events but must ensure that they have informed the company of their arrangements before the visit. Travel arrangements must also be agreed with the Educational Visits Co-ordinator and the Headteacher.

Parental Consent

Parents need to be informed about and given the opportunity to consent to educational visits.

Parental Permission will always be sought when taking children off the school premises.

Children who do not return signed slips will not be taken. The organiser should provide the pupils and their parents/ guardians with as much information as possible about the proposed trip. The following items should be included in the letter (if appropriate).

All letters must go through the school office and a copy given to the Educational Visits Co-ordinator.

- Name of organiser and trip Leader
- Destination dates and purpose of visit
- Departure and return times
- Number of children and staff involved (see CYPD Guidelines/Ratio)
- Itinerary and transport details
- Type and quality of accommodation (include address and telephone number)
- Price, deposits and payment arrangements
- Meals included
- Details of special clothing required –suitable footwear is important.
- Request Medical information
 - Other factors –minimum number required to make excursion viable and deadline for informing of cancellation.
 - Spending money arrangements
 - List of all potential activities
 - Permission for photographs or video.

Parents may withhold their consent.

If the trip is residential then a parent meeting will be held.

The meeting will introduce a parent pack for the visit and will inform all parent/careers of all arrangements.

(See appendix 6 - example of Parent Pack)

Financial Regulations

The Governing body wish to promote experiences outside the school situation, which will encourage learning personal development. We would wish parents and carers to make voluntary contributions to enable such visits to go ahead.

If insufficient voluntary contributions are received the Headteacher will determine the viability of the proposed visit.

All money paid in by pupils must be sent to the office.

Approval

All educational visits need to be approved by the Headteacher. Some visits need to be approved by the CYPD before they can take place. Visits requiring CYPD approval include those which involve:

- Adventure activities;
- Visits abroad;
- Residential experience;
- Other hazardous environments or activities.

An CYPD approval form should be completed for above visits. (See appendix 7)

Conduct of Visit

During the visit regular review sessions should be built in to the programme to support the process of on-going risk assessment. This allows appropriate changes to arrangements should this be necessary.

Visit Review

We should ensure that a visit review takes place to consider its planning and conduct. An end of year review of a series of visits will take place to look at successes and how alterations can be made if necessary.

An essential part of the review process should be discussing incidents and accidents (which 'nearly' occurred).

Appendices:

Appendix 1: Visit Planning Checklist -Sheffield CYPD

Appendix 2: Risk Assessment Formats & School Checklist

Appendix 3: First Aid list

Appendix 4: Critical Incident Plan

Appendix 5: Code of Conduct

Appendix 6: Parent Pack

Appendix 7: CYPD Approval Format

VISIT PLANNING CHECKLIST-Sheffield CYPD

Visit: - _____

Date(s): _____

Visit Leader _____

CHECKLIST	NOTES
<p>Programme Planning</p> <p><input type="checkbox"/> Programme planning and review, including group recruitment (on-going process which continues throughout the process of organising a visit).</p> <p>Visit Proposal and Notification</p> <p><input type="checkbox"/> Notify others in school about your visit proposal at the start of the planning process and, if appropriate, notify the CYPD (for example, for overseas expeditions).</p> <p>CYPD Guidelines</p> <p><input type="checkbox"/> Read the CYPD's written guidelines for educational visits, <i>CYPD Code of Practice 14: Guidelines for Staff Organising Educational Visits</i>.</p> <p>Risk Assessment</p> <p><input type="checkbox"/> Refer to the relevant generic risk assessments for your visit as part of the planning process.</p> <p><input type="checkbox"/> Complete event specific risk assessments.</p> <p><input type="checkbox"/> Ensure that on-going risk assessment is in place by regularly reviewing your planning and arrangements.</p> <p><input type="checkbox"/> Share the outcomes of the risk assessment process with visit participants as appropriate.</p> <p>Leader Competence and Supervision</p> <p><input type="checkbox"/> Ensure that you have competent leaders and supervisors for the visit</p> <p><input type="checkbox"/> Develop a properly thought out and managed supervision plan for the visit.</p> <p><input type="checkbox"/> Ask yourself the following questions about your staffing for the visit: Have they been to the venue before (pre-visit)? Have they experience of the activity? Do they know the group? Have they undertaken training? Are qualifications needed?</p> <p>First Aid</p> <p><input type="checkbox"/> Consider what level of first aid provision is appropriate to your visit. This should form part of the risk assessment process.</p> <p><input type="checkbox"/> Consider what level of training is required and how many people require it, you should then ensure that appropriate arrangements are put in place.</p>	

CHECKLIST	NOTES
<p>Insurance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Well before your visit commences; you should consider carefully the insurance position in relation to your visit and ensure that adequate insurance arrangements are in place. <input type="checkbox"/> Parents should be informed of the arrangements for insurance, particularly what is covered and what is not covered by the policy. <p>Emergency Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> You need to ensure that emergency procedures are in place and that a school base contact to provide back up cover is arranged. This person should be familiar with the school's critical incident plan. <input type="checkbox"/> All those involved in the visit, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do. <input type="checkbox"/> You should ensure that you have ready access to all the relevant information you might require for the duration of the visit, including details provided on parental consent forms,. <p>Child Protection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Give careful consideration to child protection issues when organising the staffing and supervision of your visit. <input type="checkbox"/> Decide whether or not Criminal Records Bureau checks are necessary and, if they are, ensure that they are carried out in good time. <p>Special Educational Needs, Disabilities and Medical Conditions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider early in your planning process participants' special educational needs, disabilities and medical conditions and how they may be accommodated. <input type="checkbox"/> The Special Educational Needs and Disability Act 2001 makes it a legal requirement that reasonable adjustments must be made to prevent disabled pupils from being put at a disadvantage <p>Transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consider carefully how the journey to and from the visit/activity will be made and make appropriate arrangements. <input type="checkbox"/> Whether using transport or simply walking, ensure that generic and specific risk assessments have been completed and that a process of on-going risk assessment is in place (see risk assessment section of these notes). 	

CHECK LIST	NOTES
<p>Parental Consent</p> <p><input type="checkbox"/> For routine local visits which form a regular part of the school curriculum, parents are often provided with information through the school prospectus or a letter. Seeking annual consent for such routine visits may also be appropriate.</p> <p><input type="checkbox"/> For non-routine visits you should always provide clear written information to parents and seek their consent. These visits include those which involve adventure activities, visits abroad, residential visits, other potentially hazardous environments.</p> <p>Financial Regulations</p> <p><input type="checkbox"/> Should your visit involve finance, you should be aware of and follow the guidance contained in the CYPD's <i>Education Financial Procedures Manual</i>.</p> <p><input type="checkbox"/> You should also be familiar with and follow the DCSF charging regulations, <i>Charging for Activities</i>. They indicate when charges may or may not be made for educational visits.</p> <p><input type="checkbox"/> Find out about and follow your school governing body's policy on charging and remissions for educational visits.</p> <p>Approval</p> <p><input type="checkbox"/> All educational visits need to be approved by the head teacher.</p> <p><input type="checkbox"/> Some visits also need to be approved by the CYPD before they can take place. Visits requiring CYPD approval include those which involve:</p> <ul style="list-style-type: none"> • adventure activities; • visits abroad; • residential experience; • other hazardous environments or activities. <p><input type="checkbox"/> The CYPD approval form should be used to seek approval for all visits. If you plan to conduct a programme of similar visits on a regular basis, you should indicate this on your form.</p>	

CHECK LIST	NOTES
<p>Conduct of Visit</p> <p><input type="checkbox"/> During the visit you should ensure that regular review sessions are built in to the programme to support the process of on-going risk assessment. This will allow you to make appropriate and considered changes to your arrangements should this be necessary.</p> <p>Visit Review</p> <p><input type="checkbox"/> As well as ensuring that a visit review takes place to consider its planning and conduct, it is also useful to conduct an end of year review of a series of visits to look at what was successful and what could be altered for next time.</p> <p><input type="checkbox"/> Recording and discussing incidents and accidents which nearly occurred (sometimes referred to as near misses') should form an essential part of the review process.</p>	

NORFOLK COMMUNITY PRIMARY SCHOOL

Educational Visits - Risk Assessment Form

School: Norfolk Community Primary School		Time:	Ratio:
Activity:	Location:	Date:	Assessed by:
STEP 1	STEP2	STEP 3	STEP 4
List the Hazards	List groups of people who are especially at risk from the significant risks identified,	List the types of controls you can put in place. Also list which risks are not adequately controlled and any action needed.	How frequently should this assessment be reviewed? Which aspects are most changeable

To be completed after referring to the relevant CYPD Generic Risk Assessments for the visit.

SCHOOL: _____ ACTIVITY/VISIT LOCATION _____

DATE(S): _____

GENERIC RISK ASSESSMENT. Which generic risk assessment(s) have you referred to in respect of this visit/activity?

EVENT-SPECIFIC RISK ASSESSMENT				
HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL PLACE
Consider the following factors: location, activities, the group (pupils and staff), time of year, climate/weather conditions, any other significant hazards and risks which may be particular to your visit.	Pupils, staff, other people	What are your arrangements for preventing the hazards you have identified from harming people? Include plans for supervision, indicating staff competence (and qualifications, it appropriate).	Does anything more need to be done? Who else be informed or briefed?	

To be completed by the school after referring to the relevant CYPD Generic Risk Assessments for the visit.

ALTERNATIVE ACTIVITIES, PLAN B What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a **change** in circumstances such as severe weather, illness or other significant environmental or other factor(s):

HAZARD	WHO IS AT <u>RISK</u> ?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE

ON-GOING RISK ASSESSMENT. Remember to assess the risks on the day and during the activity, many factors can change. Have an **alternative activity (plan B)** available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the **risks on the day become** unacceptable.

EMERGENCY PLANNING. What are your arrangements for dealing with an accident or serious incident?

SHARING RISK ASSESSMENT INFORMATION. How will you share risk assessment information with staff/pupils involved:

**NORFOLK COMMUNITY PRIMARY SCHOOL
EDUCATIONAL VISITS ORGANISATION**

TEACHER I/C		CLASS	
NUMBER IN GROUP		DATE	
DESTINATION			
TIME OF LEAVING SCHOOL		TIME RETURNING	
TRANSPORT TO BE USED -COMPANY		TEL	
QUOTATION		COST PER CHILD	
INFORM PUBLIC TRANSPORT			
NAMES OF SUPPORTING STAFF			
MEDICAL ARRANGEMENTS e.g. asthma			
LETTER TO PARENTS (attach)		APPROVED	SENT
INFORM SCHOOL MEALS SERVICE		NUMBER OF PACKED LUNCHES	
INFORM VISIT CO-ORDINATOR			
INFORM HEADTEACHER			
INFORM OFFICE			
CHECK AND WRITE IN DIARY			
MOBILE FORM TAKEN			

Parental approval slips must be sent to the office before leaving school.
Attendance Register must be completed as soon as possible.

IMPORTANT: In all cases the teacher has accepted the care of the children; he/she must take responsible precautions for their *safety*. By implication you are 'on duty' all the time. School rules should still be applied to ensure discipline control of pupils. A head count must be taken on and off the coach/transport [at frequent intervals. Constant vigilance is required.

Organisation and management of each trip or visit will vary according to the aims and venue.

Please remind children that they will be representing school and will be expected to be on their best behaviour at all times.

BEFORE LEAVING SCHOOL YOU MUST ENSURE YOU HAVE THE FOLLOWING

The office staff will provide a list of children:

- Name
- Telephone numbers (daytime and evening) to be contacted in case of emergency.
- Any special needs/ medical condition/ medication required.

Add to the list of names, addresses and contact telephone numbers of all adults accompanying, stating whether they are teaching or non-teaching staff.

Please leave a photocopied list in school.

Adults on the trip should carry duplicate lists and risk assessments.

BRIEFINGS:

Brief all staff attending the visit:

- Purpose of the visit
- Accommodation
- Arrangements for special needs
- Arrangements for excursions
- Itinerary
- Emergency arrangements
- Behaviour and conduct
- Supervision. All members should be aware of the leader of the visit.
- Children should know what to do if they become separated from the group
- Any questions asked by parents or children

DAY OF DEPARTURE:

- Do register as normal.
- Leave a copy of your children list with the office.
- Take booking forms.
- School Mobile Phones.
- Insurance details.
- Maps/local information.
- First Aid kits.
- Special equipment.
- Petty cash.
- Medication — ensure appropriate arrangements are made.
- Emergency kit e.g. bucket, paper towels, plastic bags, disposable gloves.
- School packed lunches.
- Toilet requisites for long coach journeys.

DURING THE TRIP OR VISIT

- Meet in good time. Having to rush can cause confusion and put people at risk.
- Check that all necessary equipment has been assembled.
- Observe the country code and do not leave litter. Close gates etc.
- The party leader should carry a list of all party members and ensure that everyone is aware of the meeting arrangement times.
- Each adult should carry a list for whom they are responsible.
- Managers may wish for children to have an emergency contact address or telephone number.
- Children should be split into groups with a group leader (staff member).
- A head count should be taken at regular intervals.
- If you return after the end of school see children where necessary safely across the road.
- If you are going to be late returning to school, contact school with an estimated time of arrival.

TRANSPORT

- Eating and drinking whilst a coach is moving is not allowed
- Drinks should be non-carbonated and be in plastic containers.
- Coach should be left tidy. Any litter dropped should be picked up before children leave the coach and placed a plastic bag.
- First Aid kit should be carried on coach.
- Children should not sit on the front seats nearest the doors.
- Check seatbelts and be vigilant at all times.
- Staff should sit amongst pupils.
- Ensure that the driver knows where you want to go, where you are to be picked up, and at what time etc.
- Check to see that all equipment is removed from coach.

AFTER THE VISIT:

- Ensure that you have complied with parental arrangements for a safe return to home.
- Return to school office all receipts, petty cash, etc. The account for the visit can then be completed and prepared for the audit.
- Return all equipment i.e. mobile phone/digital camera, etc. to school office.

THIS FORM NEED TO BE COMPLETED ONE MONTH PRIOR TO TRIP

Class:	Destination:	Date of Trip:
Risk Assessment Completed and copy filed in office		Yes/ No

List of Children Going on Trip		Asthma/other medication required?	Free Packed Lunch	Providing own Packed Lunch
SURNAME	FORENAME			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
0.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				

List of Children Remaining Behind		
SURNAME	FORENAME	ALTERNATE ARRANGEMENTS
1.		
2.		
3.		
4.		
5.		

List of Adults Going on Trip				
SURNAME	FORENAME	First Aider Yes/No	Free	Paying
1.				
2.				
3.				
4.				
5.				

NORFOLK COMMUNITY PRIMARY SCHOOL

LIST OF CURRENT FIRST AIDERS

THREE YEAR CERTIFICATE HOLDERS	
Christine Bratton	Expires October 2010
Margaret Doman	Expires May 2008
Sakeeta Hissett	Expires February 2009
Lisa Beaumont	Expires February 2009

Emergency First Aid with Children CERTIFICATE HOLDERS	
Tracey Dawson	Expires February 2009
Julie Ridsdale	Expires February 2009
Michelle Savage	Expires February 2009
Amanda Siddall	Expires February 2009
Claire Teather	Expires February 2009
Debbie Seymour	Expires February 2009
Val Robinson	Expires February 2009
Lisa Marsden	Expires February 2009
Tracey Ismay	Expires February 2009
Michelle Goss	Expires February 2009
Jackie Sykes	Expires February 2009
Pauline Strafford	Expires February 2009
Sue Knowles	Expires February 2009
Lillian Day	Expires February 2009

Emergency First Aid for Sports CERTIFICATE HOLDERS	
Christine Bratton	Expires May 2010
Sarah Birch	Expires May 2010
Sue Whitley	Expires May 2010

CRITICAL INCIDENT RESPONSE CHECKLIST FOR SCHOOLS - Sheffield CYPD

Your name:	Your position	Date:	Time:

BACKGROUND:

- Advice for teachers/leaders dealing with emergencies on off-site visits is provided in Chapter 17 Emergency Procedures, of Sheffield CYPD's Guidelines for Educational Visits.
- This checklist provides guidance for the Head Teacher (back at school) or school base contact dealing with a critical incident. Schools should integrate this advice into their **own critical incident response plan**.
- When a group is undertaking an off-site visit, the Head Teacher (or a deputy or senior teacher if the Head is on the visit or is unavailable) should provide 24-hour emergency contact for the group. The Head Teacher or school contact must have, readily **available, written details of the visit, including a list of all involved, contact arrangements with the group and day and night contact details of parents and staff next-of-kin**.
- Copies of the visit approval form attendance list, visit details, parental consent forms and the school's staff contact list should provide the necessary information. On residential or after-hours visits, the Head Teacher or school contact may need to take this information home. Make sure your arrangements will work after hours, at weekends and during **school holidays if visits are taking place at these times**.

PLEASE NOTE: The nature of your response will depend on the scale and seriousness of the incident. Not all this guidance will be relevant in every situation.

ACTION:

1. Keep a written record of your actions using this proforma and attached log sheet.
2. Offer reassurance and support. Be aware that all involved in the incident, including those at the school and you, may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can:

Who has informed you of the incident? (often the visit leader)

Name	Status	Telephone Number	Additional Tel. Number/s
Where are they now and where are they going?			

- Remind the visit leader to follow the emergency procedure advice in the CYPD's guidelines for educational visits -Code of Practice 14 (leaders are advised to have a copy with them on the visit).

Details of the educational visit/activity during which incident occurred:

Location and nature of activity/visit:			
Name of person in charge of activity/visit:		Telephone Number(s):	
Number of people on the visit:	Pupils:	Teachers:	Other Adults:

Details of the incident:

Date and time of incident:		Location:			
What has happened?					
People affected:	Name:	Injury:	Where they are / will be taken to		
Emergency Services involved and advice they have given:					
Names and locations of hospitals involved:					
Arrangements for pupils not directly involved in the incident:					
Name of person in charge of your group at the incident:		Telephone No(s):			

Who to inform

Remember:

- Keep a record of who is informed and of what on the attached log sheet so that people are not called twice.

Actions	Tick If done
School staff - Depending on time and scale of the incident, inform relevant school staff so that you can delegate tasks.	
Parents of any injured pupils - Immediately inform these parents of what has happened and where their son/daughter is. Record what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number). In the event of a major incident the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Parents of any other pupils on the visit (but not directly involved in the incident) - Decide which parents should be informed and by who and contact them as appropriate. Parents should first hear of the incident from school (or from the visit leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.	
Next of kin of any injured staff members or adult helpers - Take the same action as for any 'parents of any injured pupils' above.	
Chair of Governors - Contact and inform the Chair of Governors.	
The CYPD - Initial contact should be made during office hours : with the CYPD's lead Officer for Response to Critical Incidents on Tel: 0114 2735827 and outside office hours : with Streetforce on Tel: 0114 2736530 or 0114 2727268. Details of the incident will then be passed to the Executive Director of Education and other relevant Council staff. The lead Officer for Response to Critical Incidents will also help to co ordinate the following support if appropriate:	
<ul style="list-style-type: none"> Assistance at school or at the site of the incident by CYPD officers, and/or others. 	
<ul style="list-style-type: none"> Provision of extra communications. In a major incident, the school may be inundated with calls from distressed parents and others. Extra telephones, fax lines, radio communication and other emergency support can be made available. In a major incident, an independent outside line is vital to ensure two-way communications. 	

• Help with arranging travel and transport between the incident, parents and the school.	
• Contacting the Corporate Media Team and arranging for them to deal with media enquiries and a press release.	
• For an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office (020 7270 1500), to the British Consulate and foreign police and emergency services.	
1. Insurers (if the group is abroad) - If the visit is abroad and the incident may result in substantial medical or other expenses contact Sheffield CC's Insurance section, any other insurers used should be informed as soon as possible.	
2. Pupils and staff at school and their parents - Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed. In the event of a serious incident consider how to tell pupils and what support (e.g. from Education Psychology Service) distressed children and adults may require. Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).	

1. Media Management

• Introduce, if necessary, controls on school entrances and telephones.	
1. Ask the Corporate Media Team to deal with media enquires and prepare a press statement to be agreed by the Executive Director of Education and the Head Teacher before release. Contact via the lead Officer for Response to Critical Incidents or Streetforce if out of hours.	
At least initially, the school is advised to avoid responding to media enquiries and direct these to the lead Officer for Response to Critical Incidents or Streetforce if out of hours.	

2. Reporting of accidents

2. Tell the staff involved to prepare a written report noting events and times. Inform the CYPD's Safety Advisers on Tel: 0114 2930911 who will advise on reporting procedures. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.	
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3. Next Steps

4. Review the incident and its implications with staff as soon as possible. Take advice from The CYPD's SCC arrangements and others on the range of support available to you from statutory and voluntary organisations. Arrange any immediate and longer-term support required e.g. help from the CYPD, counseling from the Educational Psychology Service, legal advice from SCO Legal Services, help from local churches or voluntary organisations. Monitor the situation and its effect on individuals for as long as necessary.	
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ACCIDENT LOG SHEET OF TELEPHONE CALLS AND OTHER MATTERS (Photocopy for additional sheets)

Nature of incident _____ NAME _____ DATE _____ SHEET
No _____

No.	Time	Name From / To	Information	Action Required	Done (tick)
		From / To			
		From / To			
		From / To			
		From / To			
		From / To			

Code of Conduct (Staff)

1. Ensure all pupils behave in a reasonable manner.
2. Be aware of the needs of the pupils.
3. Ensure Health and Safety is a priority.
4. Ensure unstructured free time is supervised.
5. Report incidents in accordance with Code of Practice 14.
6. Behave appropriately and act in a responsible way with the pupils.
7. Act in 'loco parentis'.

Name		Signature	
Name		Signature	
Name		Signature	
Name		Signature	
Name		Signature	
Name		Signature	

Parent Pack
THORNDRIDGE OUTDOOR RESIDENTIAL TRIP

**THORNBIDGE OUTDOORS EDUCATION CENTRE,
GREAT LONGSTONE, BAKEWELL,
DERBYSHIRE PEAK DISTRICT.**

WEDNESDAY 15TH JUNE - FRIDAY 17TH JUNE

WYEDALE LODGE

The Lodge has 9 bedrooms with a dining room/kitchen, classroom/ meeting room, shared recreation room, toilets and showers. The kitchen is fully equipped, bedding is provided and the building is centrally heated.

Thornbridge has recently undergone refurbishments. External CC1W cameras have been placed at strategic locations to enhance the security of the site. The lighting around the buildings has also been improved.

Thornbridge itself is close to Bakewell in the village of Great Longstone. The grounds are extensive and offer children the opportunity to investigate different rural environments such as open fields and woodland areas.

Residential trips are an excellent way for children to develop an understanding of working together for the good of the whole group, and begin to appreciate living in a rural society. It is also an experience they will never forget.

THORNBRIDGE Question and Answer

When will my child be going?

Your child will be leaving for Thornbridge on Wednesday 15th June and returning on Friday 17th June (before 3.05pm).

Who do I telephone in an emergency?

During school hours telephone school on **0114 2502760**.

After school has closed telephone Jane Hobley on _____

Can my child take spending money?

Yes, but no more than £10.00. There is a shop on site that sells small items and children will be given the chance to buy a gift.

Children will need to be responsible for their own money and property.

Can my child take a mobile phone?

No, there is a pay phone on site and children will be given the opportunity to telephone home after activities have finished.

Can my child take his Gameboy/Nintendo DS?

No, during the visit we will encourage social interaction through team games and other activities.

Who will be looking after my child while he/she is at Thornbridge?

Ms. J. Hobley, Mr. A. Evers, and Ms. V. Robinson, will be present for the duration of the visit. Each member of the leading staff has attended a familiarisation course and all are familiar with the organisation of a residential trip. Furthermore, Thornbridge supplies qualified instructors for certain activities.

How will my child be getting to Thornbridge?

Children will be travelling to and from Thornbridge by coach.

How many children are going to Thornbridge?

There are 34 children in total. These will be split into three groups on arrival, to complete the activities.

Can I visit my child?

No. While it would be nice to have parents visiting, this is not sensible, as it would undermine the idea of a residential trip. At Thornbridge children develop many skills that will be useful when they are adults. One of these skills is to learn to make decisions independently.

Do I need to send food for my child?

Your child will require a packed lunch on the day that they travel to

Thornbridge. All other meals will be provided.

Will my child need special equipment?

For activities such as rock climbing, high ropes, low ropes and cycling Helmets have to be worn. Thornbridge will provide these and other specialist equipment

What clothing will my child need?

Children will require enough of the following items of clothing to sustain their 2-1/2 day stay.

- 2 Track suit/jogging bottoms (Jeans hold water and are uncomfortable if it rains) for safety reasons some activities require long trousers and long sleeves.
- 2/3 T-shirts
- 2 Jumpers/sweatshirts
- 3 Socks
- 3 Underwear
- Trainers (Two pairs in case one becomes very' muddy) if your child has walking boots these can be brought.
- A coat suitable for the time of year.
- A lightweight raincoat is not essential as Thornbridge have raincoats to loan the children.
- A pair of pyjamas
- A pair of shorts (these are not essential)
- A sun hat (baseball cap) and sun cream in case of hot weather.
- A towel and shower kit i.e. soap, toothbrush/paste etc
 - There are facilities for showering only. There will be nowhere for children to use hair dryers etc.
 - Thombridge will provide Wellington boots.

Please ensure your child has a spare set of clothing in case of poor weather condition.

It is prudent to send your child with clothing you may not worry about becoming lost or spoilt as wet weather will affect the grounds and the amount of mud.

PARENTAL CONSENT FOR AN EDUCATIONAL VISIT – Sheffield CYPD
(to be distributed with full details of the visit)

School/Group: _____

1. Details of visit to:

From (date/time): _____ To (date/time): _____

I agree to _____ (name)
taking part in this visit and have read and understand the information provided. Yes ☐

I understand the extent and limitations of the insurance cover provided. Yes ☐

I agree to my son/daughter's participation in the activities described
(with the exception of those indicated below). Yes ☐

Are there any activities which your child cannot participate in? Yes ☐ No ☐
If yes, provide details here:

I acknowledge the need for my son/daughter to behave responsibly. Yes ☐

2. For activities in or near water (swimming ability and water confidence)

Please describe your child's swimming ability:

Is your child water confident with regard to the proposed activity?

3. Medical information about your child

a) Date of birth of your son/daughter: Yes ☐ No ☐

b) Does your child suffer from any conditions which the visit leader needs to be aware of?
example: medical conditions, illness, allergies, night-time tendencies (sleepwalking, bedwetting,
nightmares), travel sickness etc? Yes ☐ No ☐

c) If yes, please provide details:

d) Does your child take medication? Yes ☐ No ☐

e) If Yes, please give details, including how medication is administered, including details of
medication, timing, dosage and any side effects:

f) Please outline any special dietary requirements of your child:

g) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious
diseases or suffered from anything in the last four weeks that may be contagious or infectious? Yes ☐ No ☐

h) If Yes, please give details:

i) Is your son/daughter allergic to any medication?

Yes ☐ No ☐

j) If Yes, please specify:

k) When did your son/daughter last have a tetanus injection? _____

l) I will inform the visit leader/head teacher as soon as possible of any changes in medical or other circumstances between now and the commencement of the visit.

Yes ☐

m) I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Yes ☐ No ☐

4. Special educational needs and disabilities

If your child has any special educational needs and/or disabilities which the school needs to know about for this visit, please outline them here indicating how they may be supported for this visit:

5. Contact information

I can be contacted using the following telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative contact (name): _____ Telephone Number _____

Address: _____

Relationship to pupil: _____

Name of family doctor: _____

Address: _____ Telephone Number _____

6. I consent to my child taking part in this visit:

Signed: _____ Full name (capitals): _____

Information contained in this form should be readily available to the leader throughout the visit. This normally means taking a copy of the completed form(s) on the visit. Copies should also be retained by the school.

Code of Conduct (Pupils)

Name of Pupil: _____

1. I understand that I am a representative of Norfolk Community Primary School and I will be polite and behave appropriately at all times.
2. I will behave accordingly for the journey to and from Thornbridge.
3. I will respect all adults and peers, as I would wish them to respect me.
4. I will respect equipment and other people's belongings.
5. I will listen carefully and follow instructions of all staff to ensure safe use of equipment and safety during activities.
6. I will wear safety equipment at the required times (including cycle helmets).
7. I will only attempt activities under supervision of a qualified instructor or member of the staff.
8. During any free time I will remain in view of a member of staff at all times.
9. I understand that any items I choose to bring will be my sole responsibility.

I agree that any failure to abide by the code of conduct for the entire visit and related activities may not only be disruptive to the entire group, it may also endanger other's in the party and could result in my return to school before the end of the visit.

Signed (pupil) _____ Date: _____

Code of Conduct (Parent/carer)

Name of Parent /Guardian _____

1. I confirm that I have read the Code of Conduct and agree with the points made.
2. I understand that the school will be informed if my son/daughter fails to comply with the Code of Conduct and that the school will then inform me.
3. In the unlikely event that my son/ daughter's behaviour does not comply with the points set out in the Code of Conduct, I agree that they may have to return to school to be collected, before the end of the visit.

Signed (parent/carer) _____ Date: _____

Changes to Activities

1. I am aware of the activities my child will undertake during this visit.*
2. I understand that these activities could change due to unforeseen circumstances and that I am aware of the range of activities that may be undertaken.*
3. I agree to my child participating in these activities.*

Signed (parent/carer) _____ Date: _____

** (to be distributed with full details of the visit)*

VISIT APPROVAL FORM - Sheffield CYPD

For visits which require CYPD approval, this form must be completed and a copy sent to the Outdoor Education Adviser at Thornbridge Outdoors at least 6 weeks before the visit. This will allow any advice and guidance to be provided and acted upon before the visit takes place. To assist with approval for the visit, please ensure that all parts of this form are completed before submission, inserting n/a (not applicable) where appropriate. All supporting information relating to this visit must be held on file and be available for inspection if required.

School: _____

Tel: _____ Fax: _____ Email: _____

Visit Leader: _____ Deputy Leader: _____

Visit Location: _____

Aim/purpose of visit: _____

Date(s) of visit: _____

PROGRAMME OF ACTIVITIES (please provide details below or attach a copy of your programme of activities)

Day	Venue and Activity

Has an expletory visit been completed Yes ☐ Date _____ No ☐

If No, please outline how you have been able to complete a suitable and sufficient risk assessment for the visit and make appropriate arrangements for the conduct of the visit:

Number of Girls: _____ Ages: _____ Year group(s): _____

Number of Boys: _____ Ages: _____ Year group(s): _____

Teacher/pupil ratio: _____ Adult/pupil ratio: _____

SCHOOL STAFF (including the visit leader and deputy leader)			
Name - indicate role in school (teacher, teaching assistant etc)	Gender M/F	Role During Visit Including Activity/Hazardous Environment leadership	Relevant Experience Qualification(s)

OTHER ADULTS				
Name -indicate status (parent, volunteer etc)	Gender M/F	CRB check	Role During Visit Including Activity/Hazardous Environment leadership	Relevant Experience and Qualification(s)

FIRST AIDERS			
Name	Training and/or Qualifications	Date gained	Expiry date

EMERGENCY CONTACTS
School base contact 1 (name) _____ status _____ Daytime tel: _____ After hrs tel _____ Mobile Tel: _____ School base contact 2 (name) _____ status _____ Daytime tel: _____ After hrs tel _____ Mobile Tel: _____ Visit leader's telephone number(s) during visit: _____

ACCOMODATION
Accommodation name: _____ Telephone: _____ Address: _____

TRANSPORT

What method(s) transport will be used for this visit? _____

Who is providing the transport? _____

Date of departure: _____ Time of departure: _____

Date of return: _____ Time of return: _____

Do you have qualified mini-bus driver(s) for this visit _____ Yes ☐ No ☐ Not applicable ☐

If yes, what are their names? _____

RISK ASSESSMENT

Relevant **generic risk assessments** have been referred to and will be followed for this visit? Yes ☐

Names of **generic risk assessments** which have been referred to for this visit:

An **event-specific risk assessment**, which includes alternative arrangements in case plans need to be changed during the visit, has been completed and will be followed?

On-going risk assessment: remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed. Do not hesitate to alter or abandon an activity if the risks on the day become unacceptable

INSURANCE

Public liability insurance for employees only (not pupils) will be in place when the visit has been approved.

Has additional insurance been taken out for this visit? Yes ☐ No ☐

If Yes, is this provided by: SCC ☐ Other insurance policy ☐

PROVIDER/TOUR OPERATOR DETAILS

Is an activity provider or tour operator being used for this visit?

If Yes, please provide the following details:

Name: _____ Address: _____

Telephone: _____

What activities/services will they be providing? _____

The relevant assurances specified on the Provider Form have been obtained: Yes ☐ Not applicable ☐

VISIT LEADER REQUEST FOR APPROVAL

I have read and understood the CYPD guidelines for educational visits. Yes ☐

This visit will be conducted in accordance with the CYPD's guidelines. Yes ☐

I will inform the CYPD of any significant changes to this visit. Yes ☐

Signed (visit leader): _____ Date: _____

HEAD TEACHER APPROVAL

I have studied this application and I am satisfied that it follows CYPD guidelines for educational visits. All supporting information relating to this visit is held on file and is available for inspection. My approval is given.

Signed: _____ Date: _____

CYPD Approval is required for: residential visits, visits abroad, adventure activities or visits involving potentially hazardous environments. For these visits, this form must be copied to the Outdoor Education Advisor at Thornbridge Outdoors for CYPD approval (contact details below) to arrive at least 6 weeks before the visit **takes** place.
Once approved the form will be returned to the school with the CYPD Approval box below completed.

FOR SCHOOL USE

Sent to CYPD for Approval? Yes ☐ No ☐

If yes date sent: _____

CYPD APPROVAL ON BEHALF OF THE EXECUTIVE DIRECTOR OF EDUCATION

The information provided on this form indicates that this visit will be conducted in accordance with CYPD guidelines for educational visits.

Signature: _____ Status: _____ Date: _____

*When completed, please send a **copy** of this form to the Outdoor Education Adviser at Thornbridge Outdoors, Great Longstone, Derbyshire DE45 1NY Tel: 01629 640491 Fax: 01629 640494 Email: edvisits@thornbridgeoutdoors.co.uk*