



# Hartington C of E Primary School

*"Caring & sharing as part of God's family"  
"Loving our neighbour as we love ourselves" - Luke 10:27*

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## Offsite Visits Policy

Hartington C of E Primary School

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Signed by:

Head teacher

Date:

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Chair of governors

Date:

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Review date: January 2025

## 1. Introduction

Hartington C of E Primary School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people.

The Hartington C of E Primary School (and any contracted external providers where an activity has been commissioned) works within the requirements set out in Derbyshire County Council's Offsite Visits and Adventure Activities Guidance and the Outdoor Education Advisers' Panel 'National Guidance' (both accessible via EVOLVE).

All establishment staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## 2. Roles and Responsibilities

For all visits it is important that each person involved understands their specific roles and responsibilities as detailed in this section.

### **Employer: LA, via the School Visits Service for Community and Voluntary Controlled Schools, Academies, Voluntary Aided and Foundation schools the Governing Body/Trust**

Under Health & Safety law the employer has primary responsibility for Health, Safety & Welfare of employees and students, this overall responsibility cannot be delegated. In establishments where the LA is not the employer the Governors or Management board will normally hold this responsibility and should be fully aware of the responsibility this entails.

The employer will ensure that its employees are provided with appropriate guidance, that there are training regimes in place to support it and that the guidance is understood. The School Visits Service (SVS) team will provide Derbyshire County Council visit guidance. The SVS team has a huge breadth of knowledge and experience and can provide support with any visit from a walk to the park through to extended overseas expeditions.

SVS provides training courses for Educational Visits Coordinators (EVCs) and Visit Leaders. SVS monitors visits through EVOLVE and through sample monitoring 'in the field'.

### **Headteacher**

The Headteacher is responsible for ensuring off-site activities and visits comply with the LA Guidance and this Visit Policy and are notified or submitted for formal approval as required, that all visits approved can be accommodated within the planned provision and that the ethos of each visit is one with which the Establishment wishes to be associated.

The Headteacher will ensure that the Educational Visit Co-ordinator (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

### **Educational Visit Co-ordinator**

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment

The designated EVC is Katie Bartholomew who undertook Evolve training on the 10th October 2023.

### **Visit Leader**

Visit Leaders will have over-all charge of the visits they lead. They are also responsible for and must demonstrate the following;

- Competence, including where necessary verification, to lead the visit
- Awareness of potential hazards, dangers and competence when completing the necessary risk assessments and introducing measures to control risks to an acceptable level.
- Informing the Headteacher of the identified risks
- Sound judgement of what constitutes a dangerous situation and preventing access to dangerous situations
- Ability to undertake dynamic risk assessments
- Arrangement of adequate supervision
- Knowledge of where to get information about the area they are travelling to which could include such things as tide tables and weather forecasts.
- Ensure relevant visit information is shared with parents/carers and informed consent is sought where necessary.

Visit Leaders, assisting staff and voluntary helpers will be appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

## **3. Procedures**

Staff wishing to plan and undertake a visit (prospective Visit Leaders) will first seek permission from the Headteacher/Manager or EVC.

### **Finance**

The Head teacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act.

Charges made by the school vary accordingly to the type and duration of the visit. No child is excluded due to the inability to pay the required amount. All residential visits are subsidised by the PTA and contributions are made per child.

### **Staff Induction and Training**

All new staff will, as part of their induction into the establishment, be familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site visits. All staff will have access to County and National guidance.

The EVC will identify any specific training needs and requirements and ensure staff can access relevant learning and development opportunities as appropriate and as required by Derbyshire County Council School Visits Service.

### **Visit Approval**

Hartington C of E Primary School has adopted the Derbyshire County Council system for approval of visits which is based on these being categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further field that require detailed planning and leader competence

#### **Category 1:**

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are:

On-site activity (excluding adventurous activities and Forest School listed in category 3)  
Transporting young people between multi-site establishments  
or other local schools/venues

Regular curriculum delivery at off-site learning provider venues.

Visits in and around your base setting on foot (churches, parks, urban centres)

Sports fixtures (involving transport)

DCC Primary curriculum swimming programme

These visits should be planned using the establishment 'All Visits Risk Assessment' and with approval by the EVC and Head teacher. Activities can be covered by an annual blanket parental consent.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the visit leader will sign out before departure leaving relevant information with the base contact.

The specific establishment off-site 'All Visits Risk Assessment' (that may also include road transport) covers general supervision of these visits. A review will be required rather than completed a new document each time. Any additions can be documented using the 'Event Specific Notes Form'.

**All other visits:** All other visit must be planned and submitted using EVOLVE. Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

### **Category 2:**

These visits are single "one off" day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

Visits requiring use of transport (urban areas, theatres, social events, places of interest)  
Swimming in public lifeguarded pools (excluding open water)  
Fieldwork visits (not in open/remote country)  
Activities at Water Margins (coastal locations & inland waters)  
Farm visits  
Forest school programmes

These activities will be entered onto EVOLVE and submitted to the EVC 4 weeks prior to departure. Approval is delegated to Mrs Tracy Blackwell and visits should be covered by a specific parental consent. Consent should be 'informed' consent.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an annual blanket parental consent.

The specific establishment All Visits Risk Assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate risk assessments must be completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to your EVC and Head for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. forest school. Please refer to the activity qualification matrix for further information or contact SVS. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

### **Evolve: Category 2 minimum document uploads**

- Itinerary
- All Visit Risk Assessment
- Specific Risk assessment / Care Plan

### **Category 3:**

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by Katie Bartholomew and authorised by Mrs Tracy Blackwell. Specific informed consent will be required for each visit.

Overseas visits and DofE expeditions will be submitted to the LA **four working weeks** before a visit is set to take place, and before anyone is financially committed. **Other visits requiring LA approval require two working weeks notice.** Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation e.g. AALA licence, Learning outside the Classroom Quality Badge (LOTC). Providers will not be used until they have been 'vetted' by the LA.

### **Evolve: Category 3 minimum document uploads**

- Itinerary
- All Visit Risk Assessment
- Specific Risk assessment: e.g. Activity, Transport, Residential, Oversea, Care plan etc.

## **4. Risk Management**

The risk management of an activity is normally carried out by visit leader and assistants with the support of EVCs as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated.

Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

Hartington C of E Primary School staff will adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

## 5. Monitoring

To ensure policy and procedures are being followed the establishment will undertake monitoring of off-site visits.

DCC School Visits Service (SVS) will provide sample monitoring of visits 'in the field'.

## 6. Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with Mrs Tracy Blackwell in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

As an employer, in addition to the standard public liability cover which all establishments will have in place, Derbyshire County Council offers LA Schools the opportunity to buy into an annual 'blanket' personal accident cover / travel insurance, covering any off-site activities and overseas travel ventures.

It is the responsibility of the Governing Body, Head teacher and EVC to determine whether any additional insurance should be taken out.

Academies and other non-school based establishments must make their own insurance arrangements.

Insurance in Derbyshire County Council is provided by AIG and the policy number is 0010627711.

## 7. Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Hartington C of E Primary School endorses the principles of:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaption or modification
- integration through participation with peers



Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence.

Hartington C of E Primary School encourage the use of codes of behaviour conduct as a means of establishing appropriate expectations of young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

Whilst inclusion of young people and adults on offsite visits will be the norm at Hartington C of E Primary School, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

## **8. Evaluation**

Visit leaders must have a clear understanding of the learning outcomes they hope to achieve. Outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, these should be prioritised and recorded on EVOLVE.

For a positive safety culture to exist and develop, learning from past experience, incidents and mistakes is a crucial component in any safety system. A review/evaluation of the safety management of all of the Hartington C of E Primary School educational visits by the Visit Leaders, EVC and Head teacher on a visit basis will take place. This should include a review of incidents, near-misses and accidents.

## **9. Emergency Procedures**

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designating by the establishment who may be needed as a link between the party, the parents/carers, the establishment and the County Council in the event of an emergency. The home contact must be an employee, be unrelated to anyone attending the visit and be confident in providing support in a crisis.

For visits that take place outside normal establishment hours:

- A completed Emergency Card for Visit Leaders (or equivalent) must be with the Visit Leader at all times
- A completed Emergency Action Card (or equivalent) must be with the emergency home contact(s) at all times, where access to EVOLVE is not possible.
- A First Contact Emergency Action Card can be used when taking an initial call from a Visit Leader in an emergency.

In the event of a delay in retuning (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be



contacted as soon as possible to inform Hartington C of E Primary School, Mrs Tracy Blackwell or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious to contact Derbyshire County Council using the emergency contact phone number and details given below:

*The emergency contact phone number for Derbyshire County Council during office hours is 00-44-1629-538364 or outside office hours 00-44-1629-533085. Upon connection, please ask for the Emergency Planning Duty Officer. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. Under no circumstances should these numbers be given to young people or to their parents or guardians.*

## **10. Accident Reporting**

All accidents will be handled in line with Derbyshire's County Council's Accident Reporting Procedures.

Academies must ensure they have equivalent procedures to meet the requirements of the law and good practice.

Where an incident or accident occurs on an activity led by a Provider, please ensure this is reported to the LA Visits Team.

## **EMERGENCIES DURING EDUCATIONAL VISITS**

The headteacher or his/her pre-agreed nominee should be immediately informed of any incident by the group leader.

### ***Initial Action by Head teacher or Nominee***

- Maintain a written record of your actions using this check list and attached log sheet
- Offer reassurance and support.
- Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
- Find out what has happened. Obtain as clear a picture as you can - who informed you of the incident? (Usually the group leader)

- Remind the group leader to follow the checklist for group leaders on educational visits (see Appendix )
- Record the details of the off-site activity/visit during which incident occurred

|                                              |                     |  |
|----------------------------------------------|---------------------|--|
| <b>Location and nature of activity/visit</b> |                     |  |
| <b>Name of person in charge of visit</b>     |                     |  |
| <b>Telephone number(s)</b>                   |                     |  |
| <b>Number of people on the visit</b>         | <b>Pupils</b>       |  |
|                                              | <b>Teachers</b>     |  |
|                                              | <b>Other adults</b> |  |
| <b>Date and time of incident</b>             |                     |  |
| <b>Location</b>                              |                     |  |
| <b>What has happened?</b>                    |                     |  |

| <b>People affected</b>                                               | <b>Name</b> | <b>Injury</b> | <b>Where they are / will be taken</b> |
|----------------------------------------------------------------------|-------------|---------------|---------------------------------------|
|                                                                      |             |               |                                       |
| <b>Emergency Services involved and advice they have given</b>        |             |               |                                       |
| <b>Names and locations of hospitals involved</b>                     |             |               |                                       |
| <b>Arrangements for pupils not directly involved in the incident</b> |             |               |                                       |
| <b>Name of person in charge of your group at the incident</b>        |             |               |                                       |
| <b>Telephone Number(s)</b>                                           |             |               |                                       |

- Depending on the scale of the incident, consider assembling a CIMT to assist with the response.

## ***Initial Action List for CIMT - TB, JF, KW, LJ, MT + Chair & Vice Chair***

- Inform school staff as appropriate, depending on the time and scale of the incident
- Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception.
- Immediately inform parents of any injured pupils of what has happened and where their son/daughter is, recording what their plans are, eg to travel to their son/daughter, any assistance they need and any means of communications with them (eg mobile phone number)
- In 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
- Inform parents of any other pupils on the visit but not directly involved in the incident.
- Parents should first hear of the incident from the school (or from the party 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
- Ensure that staff are fully briefed on facts and are aware of what information can be released
- Inform the chair of governors
- Contact the local authority: **Derbyshire Emergency Planning Division**

Office hours: [REDACTED] Number held in school office

Out of office hours: [REDACTED] Number held in school office

**Ask for the Duty Emergency Planning Officer**

THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY - DO NOT GIVE THEM TO THE PRESS, PARENTS OR PUBLIC

### **Support available from the Emergency Planning Division could include:**

- assistance at school or at the site of the incident by local authority officers, and/or others
- communications support, including public telephone helpline where appropriate o help with arranging travel and transport between the incident, parents and the school help with media management, including press statements and interview briefing
- 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, to British Consulate, foreign police, etc

- if necessary, introduce controls on school entrances and telephones
- at least initially, the school is advised to avoid responding to media enquiries and direct these to the public relations division
- liaise with the public relations division as early as possible, and work with them to prepare a press statement
- arrange a quiet space to receive parents of the children involved as they arrive at the school

### ***Medium term actions/considerations***

- Ensure you contact your local education officer as soon as possible the next working day to inform them of the situation
- If the visit is abroad, and the incident results in substantial medical or other expense, the risk and insurance section at County Hall or any other insurers used should be informed as soon as possible
- Inform 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 tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards
- Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones)
- Inform all staff involved to prepare a written report noting events and times. Inform the CAYA Health and Safety office who will advise on reporting procedures and inform trade unions if necessary.
- In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers

## **POST INCIDENT CARE AND SUPPORT**

Post-incident care is aimed at helping individuals to understand their feelings following an emergency and to identify sources of future support. The overall aim of the support is to help people in a way that will reduce the possibility of them developing post-traumatic stress disorder.

It is worth giving some thought to how the topics of loss, bereavement, risks/safety and change are covered in the curriculum. Schools where these topics are discussed openly,

and treated as normal life events, are likely to find it easier to cope when a difficult or tragic incident occurs.

Remember to consult with parents following an incident. It is important to communicate with parents of pupils who have been involved, and ensure that their needs and wishes are taken into account.

The Education Psychology Services will provide appropriate care and support to those affected by a major incident in the school community. Dependant on the scale and nature of the incident the Crisis Support Team could be deployed to support the work of the Education Psychology Services.

## STAND-DOWN AND RECOVERY

### ***Recovery Plan Checklist***

#### **As soon as possible after the emergency:**

- Liaise with parents regarding plans for attendance at funerals
- Liaise with parents regarding plans for attendance/representation at memorial services
- Arrange debriefing meetings for staff and pupils
- Arrange debriefing meetings for the headteacher and CIMT
- Identify and support high-risk pupils and staff
- Promote discussion of the emergency in class
- Consider the need for individual or group support
- Help affected pupils and staff to come back into school
- Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt

#### **In the longer term:**

- Consult and decide on whether and how to mark anniversaries
- The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected
- Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school

- Remember to make any new staff aware of which pupils were involved and how they were affected