



Offsite Visit Policy

LA POLICY

Review: Every Two Years

Next Review Date: October 2021

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher Jayne Saxton – SBO

Date	Details of Changes	Name	Approval Date	New Version No	Website
31.10.19	<p>New policy cover sheet added</p> <p>Page 2 – new paragraph Offsite visits are governed by a number of legal statutes:</p> <ul style="list-style-type: none"> • Health and Safety at Work etc. Act (1974) • Management of Health and Safety at Work Regulations (1999) • Activity Centres (Young Person’s Safety) Act (1995) • Children Act (2004) • Childcare Act (2006) • Equality Act (2010) <p>School buy into the School Visits Service’s (SVS) who adhere to guidance and policies to ensure that schools comply with the necessary statutes. Brockley Primary School understand the concept of Duty of Care as this describes the requirements placed upon you as a professional person. This law requires school and its staff to take reasonable care to avoid acts or omissions, which may cause injury to those in your care. The law does not expect perfection, but simply reasonable care, or behaviour in accordance with that expected of an averagely responsible person or fellow professional. Essentially, the legal statutes require written risk assessments and evidence of safety management that prove that you have taken reasonable steps to keep your young people safe, this is achieve by accessing SVS risk assessments and gaining approval via EVOLVE.</p> <p>Page 3 – Amendments to paragraph 8 and 9 The Headteacher will ensure that the Educational Visit Co-ordinator (EVC), Visit Leaders, assistant visit leader, (a competent staff member who is willing to take over is circumstances prevail) staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits. The nominated deputy to approve offsite visits in the absence of the Head/Manager is Laura Bates.</p> <p>Page 4 – Paragraph 4 amendments The designated EVC is Jayne Saxton who received training in the role in April 2018.</p> <p>Page 4 – Paragraph 9-10 additions Note: Prior to leading a visit, a member of staff should have significant experience assisting visits and/or attended</p>	ES JS	31.10.19	One	

<p>the SVS Visit Leaders Course.</p> <p>Assistant Leader</p> <p>An Assistant Leader should be sufficiently competent and confident to take over if the Visit Leader is incapacitated or has to leave the main group to support an injured or unwell young person. They must be specifically competent and knowledgeable about SVS policies/procedures and ensure that they have been sufficiently involved in the planning and preparation of the visit, including contributing to the organisation of risk management.</p> <p>It is recommended that a member of staff fulfils this role prior to becoming a visit leader as it will allow them to gain the practical knowledge and competence they need to safely lead their own visit.</p> <p>Page 5 – additions under the Finance heading</p> <p>Brockley Primary School adopt a Policy on Charging for off-site visits which is reviewed bi-annually and available on the school website.</p> <p>Schools must not charge for:</p> <ul style="list-style-type: none"> • education provided during school hours. • education provided outside school hours if it is part of the National Curriculum <p>Schools may charge for optional extras, which include:</p> <ul style="list-style-type: none"> • education provided outside of school time that is not: a) part of the National Curriculum. b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school. c) part of religious education. • board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those which qualify children for Free School Meals). <p>The restrictions on charging do not prohibit the Local Authority or school from seeking voluntary contributions in support of an activity or visit. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute, and students must not be treated differently according to whether or not their parents have made any contribution.</p> <p>Page 7 – Paragraph 5 amendments</p> <p>These activities will be entered onto EVOLVE and submitted to the EVC two weeks prior to departure. Approval is delegated to the Head Teacher, Caroline Rodgers and visits should be covered by a specific parental consent. Consent should be ‘informed’ consent.</p> <p>Page 7 & 8 – changes to Category 2 visits</p> <p>Category 2 off-site visits must have an accompanying staff</p>				
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<p>member who is first aid competent.</p> <p>Category 2 visits do not require all staff to hold a current DBS Certificate. Following DCC DBS guidance a trip does not represent a regulated activity of working with children more than twice in one month. School have a safeguarding duty towards pupils and a lone working commitment to both pupils and staff, therefore it is at the discretion of school if staff and/or volunteers without DBS certification accompany pupils on a Category 2 visit.</p> <p>Evolve: Category 2 minimum document uploads</p> <ul style="list-style-type: none"> Plan/Itinerary including departure times, en-route stops and arrival times for both the out-going and in-coming journeys All Visit Risk Assessment Specific Risk assessment (countryside walk, transport, water, SEN) Copy of letter sent to parents showing consent (consent being written, email or text) Incident and emergency plan DBS confirmation for all staff <p>Page 8 to 9 – Changes to Category 3 visits</p> <ul style="list-style-type: none"> Plan/ Itinerary including departure times, en-route stops and arrival times for both the out-going and in-coming journeys All Visit Risk Assessment Specific Risk assessment: (Activity, Transport, Residential, Oversea, Care plan etc.) Provider Risk assessments showing approved outdoor activity Provider, LOTC badge or AALA Licence Incident/Emergency Plan Copy of letter sent to parents showing consent (consent being written, email or text) Information stating if the activities being undertaken are provider or self-led activities DBS confirmation for all staff <p>Page 9 – Risk Management changes to first paragraph Planning and fore thought are key when organising an offsite trip or residential. Visit leaders and accompanying staff should consider the importance of undertaking a planning meeting to review the required supporting documentation for the offsite visit and plan together so all staff informed</p> <p>Page 10 – Paragraph six – addition Insurance in Brockley Primary School is provided through DCC. The insurance company is XL Insurance Company and Aviva Insurance Limited via Maven Public Sector and the Policy Number is P19CASLF0026.</p> <p>Page 10- Paragraph 10 & 11 – addition When planning a trip information should be sought for any child known to be receiving support from any specialist</p>				
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	<p>organisation. This information should inform planning and risk assessments and may impact the decision of whether or not to include the young person on the visit.</p> <p>If the risk assessment includes control measures specific to a young person then this should be shared with the parents/carers and signed to show their agreement.</p> <p>Page 11 – New section added</p> <p>9. Sharing Information Regarding Young People</p> <p>Effective safeguarding may require the sharing of confidential and sensitive information between, staff, Children’s Services, other agencies e.g. police, Barnardo’s, parents/guardians and the provider. We have a duty of care to share specific information that reduces the risk of a student being harmed, abused or harming another person. What to share, to whom and when is a subjective decision which should be made in consultation with the schools nominated safeguarding person, senior staff and other children’s services.</p> <p>These actions should be in line with the schools Safeguarding Policy and the Derbyshire Safeguarding Children’s Board</p> <p>Visit Leaders/nominated safeguarding person may have to be pro-active and request from other stakeholders further information to ensure a student’s safeguarding needs are met on a visit. Care plans and risk assessments already in place for individual students may be predominantly for the school setting and have not taken into account an out of school or residential setting. These may need to be revised with the relevant stakeholders. Information sharing should be managed on a need to know basis and where it can be justified to share that information to help protect the child/young person and others who may be exposed to risk. The information is therefore considered to be necessary and proportionate.</p> <p>Information sharing like this is a judgement and needs to be considered with a question: ‘By not sharing the information will you place that child or young person at risk or expose others to risk?’</p> <p>You need to share that information appropriately and securely and have records to show why you have made a decision to share or not share that information.</p> <p>Page 14 – Document retention information relating to offsite visits added to the policy for reference.</p> <p>Updated from above, the named staff removed throughout the Offsite Visits Policy.</p>	ES			

1. Introduction

Brockley 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.

Brockley 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. Legal Framework

Offsite visits are governed by a number of legal statutes:

- Health and Safety at Work etc. Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Activity Centres (Young Person's Safety) Act (1995)
- Children Act (2004)
- Childcare Act (2006)
- Equality Act (2010)

School buy into the School Visits Service's (SVS) who adhere to guidance and policies to ensure that schools comply with the necessary statutes.

Brockley Primary School understand the concept of Duty of Care as this describes the requirements placed upon you as a professional person. This law requires school and its staff to take reasonable care to avoid acts or omissions, which may cause injury to those in your care.

The law does not expect perfection, but simply reasonable care, or behaviour in accordance with that expected of an averagely responsible person or fellow professional.

Essentially, the legal statutes require written risk assessments and evidence of safety management that prove that you have taken reasonable steps to keep your young people safe, this is achieved by accessing SVS risk assessments and gaining approval via EVOLVE.

3. 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 oversea 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, assistant visit leader, (a competent staff member who is willing to take over in circumstances prevail) staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

The nominated deputy to approve offsite visits in the absence of the Head/Manager is either the KS1 or KS2 Senior Teacher.

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 Headteacher and School Business Officer are both designated EVC within school.

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 levels.
- 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.

Note: Prior to leading a visit, a member of staff should have significant experience assisting visits and/or attended the SVS Visit Leaders Course.

Assistant Leader

An Assistant Leader should be sufficiently competent and confident to take over if the Visit Leader is incapacitated or has to leave the main group to support an injured or unwell young person. They must be specifically competent and knowledgeable about SVS policies/procedures and ensure that they have been sufficiently involved in the planning and preparation of the visit, including contributing to the organisation of risk management.

It is recommended that a member of staff fulfils this role prior to becoming a visit leader as it will allow them to gain the practical knowledge and competence they need to safely lead their own visit.

4. Procedures

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

Finance

The Headteacher, 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.

Brockley Primary School adopt a Policy on Charging for off-site visits which is reviewed bi-annually and available on the school website.

Schools must not charge for:

- education provided during school hours.
- education provided outside school hours if it is part of the National Curriculum

Schools may charge for optional extras, which include:

- education provided outside of school time that is not: a) part of the National Curriculum. b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school. c) part of religious education.
- board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those which qualify children for Free School Meals).

The restrictions on charging do not prohibit the Local Authority or school from seeking voluntary contributions in support of an activity or visit. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute, and students must not be treated differently according to whether or not their parents have made any contribution.

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

Brockley 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

Visits in and around the school 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/Manager. Activities can be covered by an annual blanket parental consent (Rolling Consent Form).

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 visits 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.

Evolve: Category 2 minimum document completion

- All Visit Risk Assessment
- Specific Risk assessment / Care Plan
- Annual consent (Rolling consent form)

Category 2:

These visits are single “one off” day visits or a programme of visits that take place off-site but further afield 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, risk assessments and a pre-visit. 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 two weeks prior to departure. Approval is delegated to the Head Teacher 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. Category 2 off-site visits must have an accompanying staff member who is first aid competent.

Category 2 visits do not require all staff to hold a current DBS Certificate. Following DCC DBS guidance a trip does not represent a regulated activity of working with children more than twice in one month. School have a safeguarding duty towards pupils and a lone working commitment to both

pupils and staff, therefore it is at the discretion of school if staff and/or volunteers without DBS certification accompany pupils on a Category 2 visit.

Evolve: Category 2 minimum document uploads

- Plan/Itinerary including departure times, en-route stops and arrival times for both the out-going and in-coming journeys
- All Visit Risk Assessment
- Specific Risk assessment (countryside walk, transport, water, SEN)
- Copy of letter sent to parents showing consent (consent being written, email or text)
- Incident and emergency plan
- DBS confirmation for all staff

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 the EVC and authorised by the Head Teacher. 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

- Plan/ Itinerary including departure times, en-route stops and arrival times for both the out-going and in-coming journeys
- All Visit Risk Assessment
Specific Risk assessment: (Activity, Transport, Residential, Oversea, Care plan etc.)
- Provider Risk assessments showing approved outdoor activity provider, LOTC badge or AALA Licence

- Incident/Emergency Plan
- Copy of letter sent to parents showing consent (consent being written, email or text)
- Information stating if the activities being undertaken are provider or self-led activities
- DBS confirmation for all staff

5. 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 and fore thought are key when organising an offsite trip or residential. Visit leaders and accompanying staff should consider the importance of undertaking a planning meeting to review the required supporting documentation for the offsite visit and plan together so all staff informed. 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.

Brockley 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.

6. Monitoring

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

SVS will provide sample monitoring of visits 'in the field'.

7. Insurance

Appropriate insurance must be in place for all visits.

The responsibility for arranging adequate insurance cover rests with the Head Teacher.

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, Headteacher 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 Brockley Primary School is provided through DCC. The insurance company is XL Insurance Company and Aviva Insurance Limited via Maven Public Sector and the Policy Number is P19CASLF0026.

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.

Brockley 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.

When planning a trip information should be sought for any child known to be receiving support from any specialist organisation. This information should inform planning and risk assessments and may impact the decision of whether or not to include the young person on the visit.

If the risk assessment includes control measures specific to a young person then this should be shared with the parents/carers and signed to show their agreement.

Behaviour

Brockley 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 Brockley 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.

9. Sharing Information Regarding Young People

Effective safeguarding may require the sharing of confidential and sensitive information between, staff, Children's Services, other agencies e.g. police, Barnardo's, parents/guardians and the provider. We have a duty of care to share specific information that reduces the risk of a student being harmed, abused or harming another person. What to share, to whom and when is a subjective decision which should be made in consultation with the schools nominated safeguarding person, senior staff and other children's services.

These actions should be in line with the schools Safeguarding Policy and the Derbyshire Safeguarding Children's Board

Visit Leaders/nominated safeguarding person may have to be pro-active and request from other stakeholders further information to ensure a student's safeguarding needs are met on a visit. Care plans and risk assessments already in place for individual students may be predominantly for the school setting and have not taken into account an out of school or residential setting. These may need to be revised with the relevant stakeholders. Information sharing should be managed on a need to know basis and where it can be justified to share that information to help protect the child/young person and others who may be exposed to risk. The information is therefore considered to be necessary and proportionate.

Information sharing like this is a judgement and needs to be considered with a question:

'By not sharing the information will you place that child or young person at risk or expose others to risk?'

You need to share that information appropriately and securely and have records to show why you have made a decision to share or not share that information.

10. Evaluation

Visit leaders must have a clear understanding of the learning outcomes they hope to achieve.

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 Schools educational visits by the Visit Leaders, EVC and Headteacher will take place on an annual basis. This should include a review of incidents, near-misses and accidents.

11. 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 who can be contacted out of school hours, 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 a call from a Visit Leader in an emergency.
- Major incidents occurring on an out of school activity

In the event of a delay in returning (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 the Head Teacher 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.

12. Document Retention

Taken from the DCC Summary guidelines of records retention periods for schools (Public V5.02)

Reference No	Functional Description	Retention Period	Trigger	Disposal Action	Basis for retention	Comments
SCH 4.12	Parental permission slips for school trips where there has not been a major incident	No retention required	Conclusion of trip	Destroy	Common practice	
SCH9 4.13	Parental permission slips for school trips where there has been a major incident	Retain for 25 years from the date of birth of the pupil/s involved in the incident	Pupil's date of birth	Destroy	The Limitations Act 1980	
SCH 4.14	Records created by schools to obtain approval to run an Educational Visit outside the classroom where there has not been a major incident	Retain for 14 years	Date of visit	Destroy	The Health and Safety at Work Act 1974	Records created might include risk assessments
SCH 4.15	Records created by schools to obtain approval to run an Educational Visit outside the classroom where there has been a major incident	Retain for 21 years from the date of birth of the pupil/s involved in the incident	Pupil's date of birth	Destroy	The Limitations Act 1980	Records created might include risk assessments

13. 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 at DCC.

Reviewed July 2019