



Offsite Visits Policy and Code of Practice Hempshill Hall Primary School

**To be reviewed September
2027**

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1. Hempshill Hall vision

The school has a strong commitment to outdoor learning and a cross-curricular approach. A broad and rich curriculum is offered to all pupils and is enhanced by offsite visits/activities on a regular basis. We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *Hempshill Hall* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

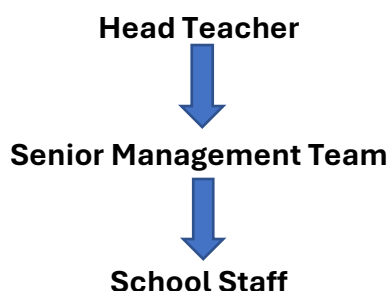
2. Introduction

Hempshill Hall is committed to ensuring that risks are reduced 'so far as is reasonably practicable' to its employees, volunteers and young people. This code of practice is a statement of the major procedures and guidelines in place to ensure that outdoor learning takes place within safe and meaningful context. In particular it ensures that:

- Offsite Visits/Activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of Offsite Visits/Activities or Outdoor Learning will comply with National, Children and Families and the Schools' guidelines relating to the health and well-being of children and young people undertaking such activities.
- The management of all visits/activities will be based on the outcome of suitable and sufficient planning, with reference to both this document and the Nottingham City Children and Families Offsite Visits Guidance.
- Systematic written procedures, based on reasonable and sensible risk management process and underpinned by school induction and training, support staff when leading Outdoor Learning. These procedures are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead activities/sessions within their own proven area of competence.
- While undertaking outdoor learning it is the responsibility of all staff to ensure that the risk to participants is minimised by a process of continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained, and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and always have access to a first aid kit at all times.
- Where the establishment uses an external provider to provide instruction, training, or supervision, the establishment will ensure that suitable and due diligence checks are completed, and provision is monitored on an ongoing basis.
- Ensure visits are inclusive and make reasonable adjustments to ensure all children can participate

The Management Structure and Lines of Responsibility

Outline management structure of School or service



The establishment will:-

Appoint a trained Off-site Visits Co-ordinator (OVC) who will ensure that the off-site visits follow National, Children's Services and the Establishments' guidelines and that the Visit Leader and accompanying adults are suitably competent to run the visit/activity.

The named EVC is: Joanne Francis

- Develop and implement procedures to monitor all outdoor learning and Offsite visits and their associated planning.
- Develop and implement an approval system for:

Category A visits, to be approved by: Head Teacher

Checking: EVC, named above

Approval: Mrs S Dakin Position: Head

Category B Visits to be approved by Head Teacher

Checking: EVC, named above

Approval: Mrs S Dakin Position: Head

Category C Visits to be approved by Head Teacher

Checking: EVC, named above

Approval: Educational Visits Adviser, Sport, Outdoor Learning, Life Skills, Adventure and Risk Management (SOLAR) Nottingham City Council

The Governing Body will be informed of the following type of visit:

All Category C visits, every term during governor's meeting

Residential Visits

Medium Risk activities e.g Clip and Climb, Wet and Wild

3. The Scope of this Policy

This policy will provide the framework within which staff will operate in relation to outdoor activities both on site and beyond.

- For 'regular and routine' activities staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time, usually less than 12 months
- It will cover activities such as school swimming, sports fixtures, outdoor work on the school site, planned regular visits to parks, museums, shops, library etc. as defined by the school in this document.
- Knowledge of and training in this policy will also allow for some 'short-notice' work to be undertaken within a defined geographic area and the competence of the lead staff member.
- Most activities will be category 'A and B' activities and can be approved within school. Where category 'C' activities are planned, such as overseas, residential and 'adventurous' activities then approval for that specific event will be required from both the head of establishment and Nottingham City Council.

For the purposes of this policy Hempshill Hall Primary School defines 'regular and routine' activity as: Any category A visit to include: School swimming, sports fixtures, planned visits to parks, walk to the woods, other schools, museums, shops, libraries, Nottingham City Centre and outdoor work on the school site.

All these types of activity take place within the local area. The local area has been defined and agreed on a map by the school governors.

Notification and Approval of Regular and Routine Visits

For all regular and routine visits the Head Teacher or designated senior member of staff will approve a programme of visits or activities on a case-by-case basis prior to the event. Staff will complete a visit cover sheet which will include details of the date of the visit, time departure and return, visit purpose and place, staff and volunteers attending, first aider, contact mobile number and any transport. For all other visits the school will follow the City Council offsite visit guidance in terms of approval.

Beyond these areas of working, it is recommended that the City Council Offsite Visits Guidance will be followed.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

4. Staff Procedures and Responsibilities

Staff Training and Induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of

sessions by the Head of Establishment or delegated senior staff members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy.

Staff will be able to take part in internal and external In-Service Training in order to achieve higher levels of skills and competence.

New employees will undertake a specific establishment induction process in relation to this code of practice.

Staff Management, Responsibilities and Communications

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed, and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

Ensure that the visit complies with this code of practice.

Pre Sessions Planning and Considerations

Staff are directly responsible for the well-being of young people and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Code of Practice, for the activities they undertake. Before any off-site activities are undertaken staff must ensure the following guidelines are followed:

- It is recommended that a pre-visit should be made to any new venues, or by staff using existing venues for the first time.
- When additional specific planning and risk assessments are required reference should be made to the Generic Risk assessments prepared by the Children's Services (Found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents').
- Ensure that a parent/carer and young people are made aware of the nature, purpose and detail of the off-site visit/activity.
- Consent including all appropriate information is obtained from parents/carers to support off-site activity/outdoor learning. This consent may take the form of a reply slip attached to letter. (An OV4 form can be used as a guide to information required for more complex visits).

Establishment policy on Consent.

For Cat. A, local, regular and routine visits, as part of the curriculum a signed reply slip should be used. Consent for this may be gained at the start of the academic year for all planned visits but parents will always receive a letter before children are taken out of school.

For Cat. A visits further a field. (i.e. outside Nottingham City) a signed reply slip or OV4 form should be used.

For more complex activities, for example residential visits, adventurous activities or visits abroad. (Specific consent from parents/carers is required to undertake the activity/visit, the OV4 can be used for this purpose)

- Personal information on all participants is known (as regards any medical considerations) this is to assist safe inclusion of all participants
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the OV2 form, or the Learning Outside the Classroom Quality Badge Scheme as guidance).

There is also a list of accredited companies on Evolve.

- Ensure that provision is made for any incident, including First Aid and a procedure is known and understood in the event of an emergency or other serious incident.
- When appropriate ensure that the visit is logged on the EVOLVE Online system or that form OV1, or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the establishment staff must be informed.
- The head should have access to the following, prior to an off-site visit taking place:
 - a) Names, addresses, dates of birth and phone number of all children taking part
 - b) Names of all staff attending, with contact phone numbers.
 - c) Full details of the venue, Coach Company, departure and arrival times, with appropriate phone numbers.
 - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.

Appropriate details should be placed in the central office

- When planning the number of adults needed to lead/accompany a visit undertake a risk assessment to inform the appropriate staff/young person ratios. CRB and Enhanced Clearance checks should be obtained on all individuals helping on activities with children, through Children's Services, HR Section if they are to be in sole charge of young people. Otherwise, a risk assessment form in lieu of CRB is available from the office where helpers/volunteers are not to be in sole charge of young people.

When planning the numbers of adults needed to accompany a visit, consider the SAGED process

- S – staff and their experience
- A – activity being undertaken

G –group of children being taken
E- environment you are going to
D – distance from school and form of transport

- Provide appropriate briefings and instructions to their group and accompanying adults to ensure a safe and high-quality experience
- Ensure all young people are informed of the nature and purpose of the visit.
- The visit leader may refuse to take a pupil on an off site visit where there is or could be:
 - A threat to the health & safety of that pupil.
 - A threat to the health and safety of other pupils or accompanying staff.
 - There is a significant risk to the school's reputation.

DURING THE EDUCATIONAL VISIT

During the visit the Visit Leader will:

- In conjunction with any assistant staff, provide adequate supervision of young people in your charge during the activity session.
- Ensure children and young people are wearing appropriate clothing for the activity being undertaken.
- Ensure that the visit is managed in order that risks are reduced to staff and young people as far as is reasonably practicable.
- Curtail the visit or stop the activity if the risk to the health and well-being of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.
- In the event of an emergency the establishment home base emergency plan will then be put into action.
- Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Head or SOLSSM (see p5.) prior to the session. Such sites must be risk assessed before use
- Contact the Establishment or nominated contact person if they anticipate returning later than estimated.

During a visit accompanying adults will:

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

Post Visit Activity

Where appropriate ensure that the visit is reviewed, and a report is made to the Head of establishment indicating the extent to which the intended visit aims were achieved. This can be done via the Evaluate function on EVOLVE. The receipt will include the result of all investigations into particular incidents/near misses as necessary, and report these to both the Governing Body and the SOLAR team.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Off-site Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

5. Normal Operation Procedures – All Visits/Activities

For our normal operating plan, regarding regular and routine visits in our extended local area, please see appendix A.

Staff competence

- The Head/Manager should be satisfied that staff are sufficiently competent to lead the activity/session. Specific levels of competence may be required depending on any activities being led, see Specific Activity risk assessments and Operating procedures.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility. Appropriate levels of first aid cover must be available according to the activity risk assessment.
- All staff in sole supervision of young people must have undergone an enhanced CRB check by Nottingham City Council.

Use of appropriate equipment:

- Consider possible weather conditions and plan appropriate programme, clothing and equipment
- Provide clear information re suitable clothing and equipment to all visit attendees.

- Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions
- Plan for young people who may not bring suitable clothing – check before departure and/or bring spares
- Management of on-going conditions:
 - Daily weather forecast obtained, and plans adjusted accordingly.
 - Ongoing risk assessment carried out by Visit Leader during the activity.

Group ability and management

- Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments
- Pre - plan supervision before visit and brief staff
- Ratios are established through establishment risk assessment procedures
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc)
- Discuss programme and arrangements with young people and staff during the preliminary planning, when a record should be kept of any conversations and during the introductory briefing on the day itself.
 - Briefing to all on what to do if separated from the Group. Head counts should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups.
- Obtain information from parents/carers using recommended parental consent form OV4, for example, have easy access to emergency contact numbers and information on medical conditions and any special requirements of group members.
- Make necessary arrangements for individual young people with additional needs including in risk assessment and additional staffing as necessary
- Warn children and young people about 'strangers' and any other potential hazards.

Indirect/ remote supervision

- Check location is suitable for this mode of supervision.
- Ensure young people are sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)
- Clear guidelines and emergency procedures set and understood.
- Young people remain in pairs or groups (buddy system - each responsible for named other)
- Rendezvous points and times are set and young people know how to contact staff
- Set clear boundaries
- Parents/carers informed and if necessary, consent given for Indirect/remote supervision
- Warn young people about specific hazards (traffic, water features, steep drops etc) if necessary

Medical emergency and incident management

- At least 1 leader with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.
- First aid and travel sickness equipment carried, young people with travel sickness known
- Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group
- Staff must know and understand the Establishment Emergency Operating procedures. For staff this must be part of their induction training.
- Young people and parents/carers should be reminded to bring individual medication where appropriate. Safe storage of records and medical information in place.
- Mobile phones should be carried by staff
- Emergency details with nominated contact person to be arranged
- Emergency plan for lost or missing young people known and understood by group leaders.

NORMAL OPERATING PROCEDURES TRAVEL

BY FOOT

Derived from the NCC generic Risk assessment on 'Travel – On foot'. (Available on EVOLVE platform). It will be important to make such procedures specific to the establishment and location of activities)

General considerations:

- 'Walk on foot' planned to avoid fast roads wherever possible.
- Pavements must be used where available and the dangers of being on the road explained to young people.
- Supervision on pavements, roads and especially crossing of any fast roads is pre-planned
- Young people briefed re hazards and behaviour required.
- Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used, and young people made aware of the rules outlined in the Highway and Green Cross codes
- Consideration should be given as to whether easily visible clothing should be worn by young people – high vis jackets always worn by staff and younger children.

BY PUBLIC TRANSPORT

Becoming separated and lost:

- Journey is planned and assessed – (key specific risk points identified at this point)
- Careful supervision particularly in crowded areas and entry, exit and change points with head counts
- Young people know their group and leader(s) and the route they are taking
- On buses, trams, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.

- The safety of young people whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Young people should never be on their own.

Emergency and medical issues:

- Emergency plan in place – young people briefed where they are going, what to do if separated from group, or if there is an incident.
- Young people must be made aware of safety rules and expected standards of behaviour
- Young people should be made aware of emergency procedures and should remain under the direct supervision of the group leader
- Travel sickness pills can only be given if prior consent by parents/carers has been obtained and appropriate medical forms have been completed.

By Taxi:

- Parents/carers must be informed.
- Only 'Black Cabs' / Council Licensed cabs to be used

Buses and trams:

- Make sure young people sit whenever possible
- On double-decker buses supervisors should be positioned on both decks
- Use seats where possible
- Young people should not be allowed to walk around on a bus or coach
- Young people should be made aware that they are not allowed access to the driving area
- Supervise embarkation and disembarkation
- Warn pupils and staff when using raised platforms on the Tram system

BY PRIVATE CAR

Competence of driver and Suitability of vehicle:

Complete Volunteer Drivers' Form or the forms section on the EVOLVE website:

The driver must:

- Have a current driving licence (driving licences should be checked annually by Line Managers)
- Be medically fit to drive
- Have no points on their driving license
- Be insured to drive the vehicle they intend to use (must have occasional business insurance)
- Hold a current, suitable DBS check
- Be a 'suitable' and competent person

- Ensure loose objects secured, preferably in the boot? (i.e. to prevent injury by ‘projectiles’ in the event of an emergency stop)

The vehicle must

- Be serviced to the manufacture standard
- Be legally roadworthy (MOT etc), well maintained and fit for purpose
- Have suitable and sufficient pre-use checks performed

All of the above must be checked and evidenced.

Restraint of occupants in vehicle:

- Seatbelts must be worn
- Booster/child seats must be used when appropriate. These should be fitted by a competent person. Children aged 3-12years or up to 135cm must use the correct child restraint/seat
- Use rear seats whenever possible (driver is legally responsible for any child without a seatbelt under the age of 14)
- Use child locks (rear seats) where possible
- Children must be over 13 years old or 4ft 9 inches to sit in the front of the car

Lone Working (Child Protection and behaviour):

- Lone working procedures are followed, and a specific risk assessment undertaken
- Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)
- if so, are additional control measures required e.g. is another adult required in the vehicle?
- Has a CRB check been carried out i.e. where an adult has sole, unsupervised access to young people?
- Will the young person be delivered safely to their destination?

BY COACH

Coaches

- Conform to all Department of Transport requirements
- MUST be fitted with seat belts to all seats
- Visit leader to make visual inspection of interior and exterior of coach, draw any obvious defects to the Driver’s attention Coach Operators (If transport has been booked through the Why Nott Scheme or through an Operator on the EVOLVE list of suppliers, the following will be in order. If not, the visit leader must check and ensure the following)

- Must hold a 'Standard International Operators Licence'
- Will hold an 'EU Community Licence'
- Will have full vehicle insurance cover and full public liability cover
- Must have access to a 24 hour breakdown assistance
- Must have a 24 hour contact
- Will conform to EU drivers' hours laws and regulations, to monitor and keep tachograph records.
- Must have a system in place to CRB check drivers, if appropriate
- Are they Bus and Coach Council – Member?
- Do they hold 'Coach Marque' standard?
- Is the coach hired as part of the 'Why Nott' programme?
- Drivers should not smoke while driving
- Destination and safe route known and planned by Company

Traffic Accident / Injury to Passengers:

- Coaches have seat belts, which staff ensure are used
- Young People not to stand in the aisle or distract driver
- On double-decker coaches, supervisors should be positioned on both decks
- Young people lost or separated - emergency plans put in place

Young people lost or separated - Service station and other breaks in journey:

Brief young people:

- Timing of stop
- How and where to contact staff
- Remain in groups or pairs
- Remind re moving traffic (driving on right abroad)
- Careful headcount before departure

General Coach:

- Make sure staff sit in different areas of the coach to ensure supervision of young people.
- Supervision within risk assessed ratios
- Loading should be from the front to back, with the rear seats only used when the coach is full
- Suitable embarkation points used (e.g. coach park, onto wide pavement)
- Follow any direction from driver.

Injury/disorientation in an emergency

- Evacuation and emergency procedures are known by all before departure
- Make sure luggage is stowed safely without blocking emergency exits
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going.).
- Make sure young people are evacuated safely off the coach if it has to pull onto the hard shoulder

6. Normal Operating Procedures – School Sports Fixtures

Playing/performance surface

- Ensure all participants have suitable footwear
- Ensure playing surfaces are even, free from holes, dog fouling and foreign objects as appropriate

Equipment

- All participants have suitable equipment, including appropriate sports clothing and protective equipment, which is well maintained and fit for purpose
- Participants are trained in the proper use of appropriate equipment
- Use protective covers for stationary equipment as appropriate

Weather

- Check weather forecast and be prepared to alter plans as appropriate
- Have alternative plans in case of unsuitable weather conditions

Group sizes

- Ensure group sizes are appropriate to the sport, venue and conduct of the activity

Group Management

- Ensure staff are specifically competent to supervise sports and activities undertaken (through training)
- Provide appropriate briefings for young people on standards expected
- Ensure that competent referees and other officials are in charge during competitive fixtures

Venue-specific hazards

- Conduct and act upon the findings of a site-specific risk assessment

Incident /Emergency

- Medical and behavioural conditions known to staff
- Activity managed in accordance with the ability of young people
- Consent forms/emergency contact details carried by staff

Exhaustion & Injury

- Ensure specifically competent staff provide supervision and instruction
- Provision of first aid kit and competent first aider

- Make sure young people are taught effectively using an appropriate progression and are performing at an appropriate level for their development
- Effective warm-up activities
- Effective programme of physical conditioning
- Knowledge of participant's physical conditioning and medical needs

7. Accident and Injury Procedures

At Hempsill, we follow Health and Safety guidance issued by David Thompson, NCC Schools' H&S Manager.

It is important to report an incident and it is the responsibility of witnesses and the visit leader to report to the EVC or Head Teacher as soon as appropriate. For more advice on how to report incidents, please refer to the links below.

<http://gossweb.nottinhamcity.gov/nccextranet/CHttpHandler.ashx?id=17517&p=0>

<https://www.hse.gov.uk/riddor/>

Additional support and advice can be obtained by contacting:

David.thompson@nottinghamcity.gov.uk

Near Miss Incidents

A near miss is an incident that does not result in an injury to persons e.g. a heavy object falling from above which misses a person below, or a reversing vehicle, which causes a person to take evasive action to avoid a collision.

An incident may cause property damage, structural damage or may be a result of poor maintenance for example, incorrect storage of chemicals leading to a fire, failure of load bearing equipment etc.

All forms for reporting purposes are available in the school office along with guidance on how to use them.

EMERGENCY CONTACT NUMBERS

In the event of an emergency, once you have dealt with the immediate situation your first line of contact will be your nominated contact person if operating off-site, or the Head of Establishment while working on site.

8. Practical Advice in the Event of an Accident

- Keep calm and take charge of the situation.
- Ensure the safety of yourself and the rest of the group.
- Make use of Group Leaders and Assistants to supervise the group.
- Attend to the casualty.

- Contact emergency services, as necessary. (999 Police, Ambulance etc.)
- Make arrangements to continue, alter the activity or return the group back to the establishment.
- Inform your nominated contact person, usually the Head of Establishment.
- Record accident/incident in accordance with City Council procedures, forms should be left for the attention of the Head of Establishment.
- In the event of a major incident / accident the Head of Establishment / nominated contact person must be informed of the incident as soon as possible giving the following information:
 - Your name
 - Nature and time of accident
 - Location
 - Details of individuals involved
 - Action taken so far

This person will contact the Children and Families Emergency Planning Team, and assist you by contacting the parents/ guardians of those involved, and the HSE via the Safety Advisors unit, if necessary.

It is essential that Parents/Carers learn of the incident promptly and through the nominated contact person at school. The group should be informed of this requirement and have no access to telephones until this has been done.

Do not interfere with the scene of an accident other than to assist in first aid. This is particularly important if the incident involves any form of protective equipment (i.e. climbing equipment), which must be left in-situ for inspection.

Legal liability should not be discussed or admitted.

Refer any potential requests from the Media to a Council designated individual at the Loxley House (0115) 876 3362, during normal working hours or the Emergency Planning Team (0115) 915 1640/1633 outside of normal working hours.

Write down all relevant details while fresh in your mind, ask other leaders to do so.

Keep a record of names and addresses of any witnesses.

Complete all relevant accident report forms.

9. Late back Procedure

Staff in charge of an offsite activity must endeavour to return back to the Establishment (or groups base) within the estimated time back. If this is not possible then steps should be taken to alert the Establishment or a nominated contact person of your revised time scale. Parents/carers may be informed of any revised timings via the school MIS system.

If you do not return back on time a late back procedure will be implemented.

This is:

- If no contact has been made, and the group is late back the nominated contact person (likely to be a member of staff at the Centre) will maintain an open phone line and attempt to contact the group who may carry mobile phones / pagers.
- If applicable send a member of staff to the planned finish point noted in the activity plan.
- Contact the AA/ RAC to establish if the group may be held up in traffic on the way back.
- In the event of a sustained lack of information, or if any information gained causes concern, alert the appropriate emergency services and implement major incident guidelines. Alert Children and Families / Emergency Planning Team who will assist in implementing major incident procedure.

All groups when operating off – site (outside of the Establishment's' environment) will:

- Nominate a contact person who knows where you are and what time you should be returning to the site. All details must be left at the Establishments' office.
- Carry copies/summaries of parental consent forms, if appropriate (please leave originals on site or with your nominated contact person)
- Leave details of venue used alternative routes if applicable and contact number of group if a mobile is carried.

10. Remote Supervision

In some cases, children may well be out of the sight of staff for periods of time e.g. while orienteering or shelter building, in other words working under remote supervision. In such cases staff need to consider the following points in order to reduce the risk of young people becoming lost or separated from the group.

- Make sure parents/carers are informed of the nature of the activity in letters/information sheets etc
- Ensure young people are sufficiently briefed and competent; any young people for whom indirect supervision is not suitable should be directly supervised. Such decisions should be taken in liaison with other staff, if appropriate, either prior to the visit or subject to an on-going assessment on the day in relation to ability and behaviour.
- Staff leading such activities should be familiar with the site.
- In organising such activity staff should consider the following:
 1. Young people should work in groups of 3 or more
 2. Ensure clients are not wearing any name badges
 3. Accompanying staff or additional staff should patrol the area
 4. If Orienteering or in City Centres, for example place some staff at key locations
 5. Ensure that there is a permanently staffed meeting point
 6. Staff understand that they are still responsible for the young people in their care
 7. If staff have mobile phones ensure they have any emergency contact numbers
 8. A briefing should be given to all group members
- Any briefing to young people should include at least the following information:

1. Young people must stay in their groups
2. Warn young people of the 'stranger danger'
3. If young people are concerned at any time, or they notice a group member is missing they must contact a member of staff immediately.
4. Clear boundaries are given
5. A clear time back is given; a signal may also be given for the end of the activity.
6. Young people may have whistles while orienteering, for emergency use only.

11. Missing Young People

If a young person becomes missing, fails to turn up at the end of the session or you are alerted to the fact by another young person or staff member.

- Call the activity to an end IMMEDIATELY and hold a head count of all participants. Confirm who is missing and send staff out around the perimeter of the activity area
- Try contact by mobile phone, if appropriate.
- Control the use of mobile phones by other group members
- Return the rest of the group to the Establishment or central gathering point
- Inform the Head of Establishment
- If a young person cannot be found after the first initial search extend the search
- If such action fails to locate the missing client inform the Police, Children and Families Emergency Planning Team and educational establishment if necessary. Preferably within 20 minutes of being informed.
- Continue the search process until uniformed/additional help arrives.

Appendix 1 – School Extended Learning Area

General

Visits/activities within the 'School Extended Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedures below.

These visits/ activities:

- Do not require parental consent but, on occasions, slips may be sent home to inform parents of the trip and request permission.
- Do not normally need additional risk assessment/ notes (other than following the Operating Procedure below)
- Do not need to be recorded on EVOLVE if regular, eg swimming lessons, visits to the local wood, visit to any location on the agreed local area plan.
- Do not need to be recorded on EVOLVE if there are ad-hoc activities eg visiting the wood or park on a hot sunny day

Boundaries

This area includes, but is not limited to, the following frequently used venues:

- St Patrick's Church
- Nuthall Methodist Church
- Bluebell Wood and local estate
- Bulwell Centre
- Bulwell library
- Local care homes Acer Court and Hall Park
- Basil Russel Park
- Phoenix Tram Station
- St Mary's Church

The map has the designated local areas marked with a black line. It is kept by Joanne Francis in school. The local area is within walking distance to the school.

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Extended Learning Area:

- Road traffic
- Other people/ members of the public/ animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, stings etc)

These are managed by a combination of the following:

- An off-site cover sheet is completed by the lead member of staff
- The Head, Deputy and EVC must sign the sheet or give verbal approval before a group leaves.
- Staff are expected to have completed a pre visit to map out their route and observe how to minimise risks
- Only staff judged competent to supervise groups in out of School Extended Learning Area are approved
- The concept and Operating Procedure of the 'School Extended Learning Area' is explained to all new parents when their child joins the school.
- Staffing will be decided after considering the needs of the children, the activity's distance from school and the nature of activities to be undertaken
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for crossing roads
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

- All remotely supervised work in the Schools Extended Learning Area is done in 'buddy' pairs as a minimum
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available
- A mobile phone is taken with each group and the number is recorded on the visit sheet and available in the school office.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Hempshill Hall Governors have agreed that any pupil who is not able to follow rules and the school behaviour policy, therefore posing significant risk to themselves or others, may be asked to remain in school. Alternate provision will be made. We will always try and work with parents and venues to find solutions and this action would be a last resort based on safety.