



# **Trips & Visits Policy**

**"He will put his angels in charge of you to watch over you carefully."**

**Luke 4:10**

Saint John Wall Catholic School is an 11-16 school. All visits, trips and off-site activities are planned, organised, conducted and reviewed in line with the Birmingham City Council Policy for Educational Visits and Learning Outside the Classroom and the National Guidance from <http://oeapng.info/>

## **Aims**

In accordance with our Mission Statement 'to educate each and every unique child in our care to hear and respond to what God calls them to be' it is the policy of our school to offer students a broad and balanced curriculum that promotes their spiritual, moral, cultural, social, mental and physical development, and prepares them for adult life. The Head Teacher and Governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich curriculum, enhance the learning development and develop the cultural capital of our students:

- To strengthen personal development and the process of self-discovery, enhancing self-discipline and self-esteem.
- To develop pupils' cultural capital and understanding of the world around them.
- To develop a sense of responsibility towards the environment, as well as the ability to co-operate with others in a team context.
- To nurture an understanding, tolerance and respect for people from other countries and cultures.

## **Roles and Responsibilities**

**Headteacher:** The Headteacher will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Governors. For further guidance please refer to OEAPng section 3.4g.

**Governors:** The Governors will be responsible for the approval of educational visits that are residential/overseas/high-risk/deemed requiring scrutiny. This approval will be in agreement with the Head of School. For further guidance please refer to OEAPng section 3.4g.

**Senior Leader with Responsibility for Trips and Visits:** Will be responsible for giving a first line approval for all visits and will have responsibility for giving final approval for visits that are not overseas/residential/or high risk. Approval will be given based on consideration of the plans and information including risk assessments submitted to them on E-Visit. Approval is also given based on the competency of staff leading and attending the visit based on the type. For further guidance please refer to OEAPng sections 3.4g and 3.4j.

**Educational Visits Co-ordinator:** The Educational Visits Coordinator will communicate with staff who are planning educational visits, in order to ensure that paperwork and E-Visit information is completed within the time frame detailed in the policy. The Educational Visits Coordinator must ensure that Visit Leaders will only lead visits that they are competent to lead and will only use competent providers. The Educational Visits Coordinator will collect payments for visits where charges are permissible; provide trip leaders with accurate reports. For further guidance please refer to OEAPng section 3.4j.

**Educational Visit Leader:** The Visit Leader takes full responsibility for the group they lead and will ensure that they have planned the visit in accordance with their training and guidance on OEAPNG. The Visit Leader will only lead visits that they are competent to lead and will only use competent providers. They will also ensure that the visit is fully risk assessed based on the SAGED method (via eVisit) including information on individual students where required. In addition, they will ensure that they have emergency plans in

place and will evaluate the visit afterwards. For further guidance please refer to OEAPng section 3.4k.

#### **Procedural Requirements**

- **Underpinning Legal framework Duty of Care:** Visit leaders must have read and understood the Underpinning Legal framework and Duty of Care section from the OEAPng section 3.2a.
- **Risk Assessments:** A master copy and completed example of a risk assessment is available in the Educational Visits folder (on the J drive) and should be completed for every offsite trip/visit, along with Risk Assessments completed by external providers. The process of a risk assessment should be to evaluate the students attending eg medical, special needs, safeguarding or behavioural issues, transport, activities location and the possible hazards and/or risks that may be encountered. Visit Leaders should consult with relevant staff (such as HOY/DSL/Attendance Officer) and refer to documents (such as the SEND register and medical consent forms) in order to complete a risk assessment that considers individual needs of students attending. Staff should always be prepared to adapt as necessary according to unexpected conditions and always have a 'Plan B' (see OEAPng section 4.1c). Risk assessment should be carried out by the Visit Leader in conjunction with the other staff on the visit. Risk assessments should be shared with all parties on the visit. To assess the competence of a provider, Visit Leaders should sample their risk assessment to be aware of risks that may need to be managed prior to the visit. Visit Leaders should also consider any new guidance regarding critical incidents, e.g. Lockdown advice, terrorism. Visit leaders should carefully consider the staff to pupil ratio based on the needs of pupils, the location of the visit and the activities planned. Information with links can be found on the J drive and this information should be regularly checked. Please refer to OEAPng section 4.3c and 4.4i.
- **Approval of staff to lead activities and visits:** All staff that lead off-site activities/trips and visits will be deemed accountable, competent and confident by the Headteacher and/or the Senior Leader with responsibility for trips and visits.
- **First Aider:** It is school policy that, where possible, a qualified first aider should accompany students on trips/visits. A qualified first aider must be present on all residential and overseas trips or where emergency services may take time to be summoned.
- **Mobile Phones:** The Visit Leader needs to have mobile phone contact, live and accountable to the school, at all times of the visit, except in certain circumstances e.g. whilst driving, in areas of poor reception or at venues such as churches or theatres. The Visit Leader, when it is safe to do so, should check for messages or missed calls on a regular basis. Visit Leaders should ensure that the mobile phone is fully charged and operational. The Visit Leader must have contact details for all other members of staff on the visit.
- **Senior Leadership:** It is school policy that a Senior Leader will be required to attend visits that are overseas.
- **Continuing Faith Development whilst on visits:** Whilst on visits, the school shall actively encourage Catholic students to attend Mass and arrangements should be made to remove all conceivable barriers.
- **Evaluation of external providers:** It is good practice that Visit Leaders have prior knowledge of the location they are visiting. This will assist with risk management. If a visit prior to the arranged date is not permissible, then full research on the location should be carried out. Evaluation of competence can be carried out by researching

websites or brochures, by using a provider with a quality badge (LOTC or Adventure Mark), by looking at visitor risk assessments or by sampling the risk assessments, by accessing data on past visits or by consulting other schools (Evisit), preliminary visits or Governing Bodies for the activity. The Birmingham City Council Education Visits Advisers can be consulted for advice at [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk) or on 0121 303 2420.

- **Parental Consent:** No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent in the form of MCAS consent, a reply slip or generic consent form for approved activities. Blanket medical consent (to cover the academic year) is held in the main office and photocopies will be given to Visit Leaders prior to departure of the visit/trip. It is the responsibility of the Parents/Carers to inform the school of any changes eg medical needs, contact numbers and address.
- **Overseas Residential Visits:** Parents will be regularly updated prior to overseas visits with regards to activities, timings and checklists for pupils. A meeting with pupils is always held prior to the visit and parents are encouraged to telephone the school office if they have any questions.
- **Information about participants, medical conditions, special needs etc:** Students should be identified, and the appropriate measures put in place to deal with emergencies and/or incidents. An appropriate staff to student ratio should exist on every trip to include cover, should a member of the trip/visit team be drawn away to deal with a specific situation. Visit leaders should consult with relevant staff (such as HOY/DSL/Attendance Officer) and refer to documents (such as the SEND register and medical consent forms) in order to complete a risk assessment that considers individual needs of students attending. This information should be shared with all staff in attendance.
- **Prior notification and approval of visit plans:** A Microsoft form should be submitted to the EVC at least 4 weeks prior to a day visit. All approved non-adventurous visits should be planned using the school's checklist and procedures model. All residential and adventurous visits should be submitted via EVC. No visit is allowed to proceed unless the visit has been approved by the appropriate person. For residential/overseas visits proposals must be submitted at least 3 months in advance.
- **Registers:** A register of students must be taken prior to departure, during and after all visits, trips and off-site activities. Regular head counts must also take place.
- **Emergencies:** Visit leaders should take with them at all times the designated emergency contact numbers for the school:

IN THE EVENT OF A CRITICAL INCIDENT: KEY CONTACTS

For all incidents during school hours please contact BCC School and Governor Support below:

**First point of contact: 0121 303 2541 (08.30 -16.15)**

For out of hours Incidents (16.15- 0830):

**BCC CCTV Control Centre 0121 303 4149 Ask for the resilience duty officer**

Other Key Contacts:

Birmingham City Council Press Office (Office hours) 0121 303 3885 / 07920 088 571  
Press Office out of hours number: 0121 303 3287.

This information must be shared with all sub leaders. A first aid kit must be taken on all off-site activities, visits and trips. A First Aider must be present on all overseas travel and residential trips. Staff are to be made aware that the emergency number

112 called from a mobile phone acts as a GPS location signal for emergency services in the UK. For critical incidents please refer to the Birmingham City Council "Critical Incident Management Guidance for Schools" document.

- **Emergency Procedures:**

The school has emergency procedures in place for all types of trips and visits. If an emergency issue arises on a trip/visit, the procedures will be followed by the visit leader, school staff and EVC. Emergency procedures are included in Appendix B.

- **Lockdown Situations when Away From School:** Schools must also consider what would happen if a lockdown situation should arise when a group is away from school, whether this be on a short visit, day trip or longer trip that involves a party staying away, possibly even in a foreign country. It will always be necessary to carry out a risk assessment prior to such visits and it is important to consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip. It will be necessary to give some guidance to pupils prior to the trip, and this should be reinforced during the trip itself. As a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Pupils could even be asked to disperse or hide if this will aid their safety.

- **Levels of supervision:** Effective levels of supervision should be in place throughout the visit. For effective levels of supervision to be put in place the visit leader and other staff in attendance should consider STAGED:

- STAFF Competent? Trained? Experienced? Ratio of staff to students?
- TIME OF YEAR Curriculum constraints? Examinations? Staffing issues? Religious festivals? Daylight hours? Travel Conditions?
- ACTIVITY Simple? Complex? Training required? Consent? Insurance? Licensable?
- GROUP Prior experience? Age? Behaviour? Medical and/or Special Needs?
- ENVIRONMENT Location and familiarity? Same as previous times? Weather Forecast? Water Levels?
- DISTANCE How Far? Transport Required? Residential? Distance from base?

It is the expectation that staff in attendance should get involved with activities or observe activities so that they know what is happening and can stop them if unhappy. Pupils should never feel unsupervised, they should know where a member of staff is located and available at all times. Staff should be visible and patrolling.

Where female/male students are in attendance on a trip/visit, there must be the corresponding gender of staff.

- **Expectations of Students and Behaviour:** The school's Behaviour Policy applies on all trips and educational visits. Alcohol, drugs, psychoactive substances (currently known as 'legal highs'), weapons or imitation weapons and any other illegal substances are not permitted on any trips or visits by students or staff. Appropriate sanctions will be applied on the visit or on the return should any issues occur. Parents will be informed, as soon as possible, of any significant issues. Poor behaviour on any trip or visit may result in students being excluded from future trips or visits.
- **Inclusion:** The school will endeavour to include all students in trips and educational visits where reasonably possible (venue access, behaviour, all medical needs etc). Each case will be assessed for each trip/visit. Where there are specific medical needs, which may be deemed to be problematic, a preliminary conversation will take place with

parents/carers and, where applicable, medical consent will be sought from doctors/consultants.

- **Monitoring:** It is the responsibility of the Educational Visits Coordinator to ensure that all staff are adequately trained to lead and organise a trip; training will be revalidated where necessary and kept on record. For further guidance please refer to OEAPng section 3.2b.
- **Evaluation:** Must be completed within 7 days (document can be found on the J drive).

### **Volunteers**

It is school policy that volunteers are to be over the age of 25 years old and will hold a relevant DBS. Volunteers are, under no circumstances, to assume the positions of Visit Leader or Assistant Visit Leader. Volunteers can be any other person deemed responsible at the Headteacher's discretion. Under no circumstance is a member of staff allowed to be accompanied by their own dependants to participate on any off-site activity, visit or trip.

### **Insurance**

#### **Non-delegable duty of care**

During October 2013 the UK Supreme Court ruled that, in particular circumstances, schools and other public bodies have a non-delegable duty of care. This is an exception to the normal fault-based principles of law. It means that, in these particular circumstances, schools and other organisations are liable to be sued for the negligence of a third party.

For example, a school contracts with a third-party provider to deliver swimming lessons within school time. If, through the negligence of this third party, a child is injured, the child can sue the school and local authority for compensation. The fact that the school was not responsible for the actions of the third-party is irrelevant as; in this case, the school's duty of care is nondelegable.

It is therefore important to ensure that any contracts entered into with third parties include terms to carry insurance including indemnity in the event of negligence as local authorities and schools will need to pursue independent third parties for an indemnity or contribution should any such claims succeed.

#### **Employer's Liability Insurance**

Employer's Liability Insurance is a statutory requirement. The Council holds a policy that indemnifies it against its legal liability in respect of all claims for compensation resulting in bodily injury suffered by any Council employee and employees in schools maintained by the Council. As this type of policy is a statutory requirement any other employer should hold a similar policy in respect of its employees. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors.

#### **Public Liability Insurance**

The Council also holds Public Liability Insurance, indemnifying it against its legal liability in respect of claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified under the policy, as are voluntary helpers acting under the direction of the employer's staff. The indemnity covers activities such as educational visits and off- site activities including school sports, together with approved extracurricular activities organised by all establishments and settings for which the employer is responsible.

## **Employees**

The Council operates an Employees Personal Accident Scheme. Cover under this section is provided for all Council employees and employees in schools maintained by the Council, in the course of their employment, providing predetermined benefits in the event of an accident. The scheme's benefits are designed to provide compensation for injury where the employer is not deemed negligent. The Personal Accident Scheme provides cover for all full and part-time employees. Details of the scheme may be obtained from the appropriate staffing section within Human Resources.

## **Insurance for Pupils**

The Council only covers accidents to pupils when due to its negligence and these claims are covered within its Public Liability Insurance detailed above. Personal Accident Insurance for pupils is not arranged by the Council but may be arranged by the school direct; however, there is no statutory requirement for governors to arrange this cover. The cost of Personal Accident

Insurance arranged by the school may be recharged to parents. Parents should be reminded that the Council does not insure children's belongings.

For journeys/visits overseas, Governing Bodies must insist that Foreign Travel Insurance is arranged that cover all persons on the visit. This is especially important, due to the high costs of medical care abroad and possible repatriation expenses in the event of an accident or illness.

For all journeys within the United Kingdom Governing Bodies should decide whether or not they require insurance to be arranged, having regard to the nature of the journey and the capabilities of the pupils involved. In all cases, reference should be made to the Council's guidelines governing educational visits, before final decisions are made.

Schools should notify insurers if the activity involves any form of winter-dangerous sports, as the insurers may need to charge an additional premium.

If additional insurance is not taken out, it is recommended that parents are advised of this and a suggested wording for parental consent forms is detailed below:

"The school is insured against its legal liability to pay compensation should it be held responsible for causing an injury to your child whilst in our care.

The school has not taken out any additional insurance in respect of this visit e.g. personal accident, and, should you be concerned about this area of risk, you are advised to make your own personal arrangements".

It must be remembered that the Council's public liability arrangements apply for all school organised activities, including visits within the UK and abroad (unless schools choose to purchase insurance from an alternative provider). Visit and activity leaders should contact the Council's Insurance Section to seek clarification of the above, including any circumstances requiring early notification of specialist activities to the insurer.

They should also ensure they have obtained current information regarding any special policies that may be available to offer more comprehensive cover.

Schools should notify insurers if the activity involves any form of winter-dangerous sports, as the insurers may need to charge an additional premium.

Car Insurance please note; All staff if they are using their private vehicles for school purposes, including transporting pupils, parents or other staff members, should ensure that their private motor insurance policy extends to provide them (the driver) with business use cover. They should not use their vehicle unless this extension of cover is operative.

The number for the Insurance section is **0121 303 4829**

For further guidance please refer to OEAPng section 4.4c.

### **Charging for School Visits**

It is the policy of the school's Governing Body to:

- Ask for contributions from parents for school trips and visits, for which compulsory charges cannot be made, but which are not viable otherwise. Students will not be excluded from such activities because of inability to make a contribution.
- Apply a charge for all board and lodging costs on residential visits except where students are entitled to statutory remission.

For further guidance please refer to the OEAPng section 3.2c Charges for outdoor learning.

### **Procedure for Organising an Educational Visit**

Please follow the checklist on the following page (also available in the Educational Visits folder on the J drive-see example Appendix A) to ensure that:

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (Educational Visits Coordinator, Headteacher, Senior Leader with Responsibility for Trips and Visits, Local Authority, Parents, Children) is effective and efficient

If the Headteacher/Senior Leader with Responsibility for Trips and Visits and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

### **Duke of Edinburgh**

Saint John Wall are a DoE Directly Licensed Centre. The school has two qualified DoE managers who are leading the award. The school will be supported in DoE by fully licensed expedition leads from other schools. They will lead the expedition element of DoE. As DoE involves overnight trips and visits, all DoE expeditions, practice or otherwise will be submitted via the E-visit portal and checked by BCC. All DoE expeditions will be supported by at least one first aider. Emergency residential procedures will apply.



## **Appendix A**

### **Day Visit Emergency Procedures**

#### **When a pupil is injured**

1. Depending on the nature of the injury- visit leader will call for a first aider at the visit venue and/ or will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). Teacher may ask for advice from a first aider, the EVC or a member of SLT.
3. EVC/ member of SLT to decide whether 'first responders' (PAG, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue with injured pupil and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).
4. Member of staff leading the visit will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
5. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

#### **When a pupil is injured and the teacher(s) are in shock and cannot follow the steps above**

1. Visit leader will ask for support from staff members and first aiders at the venue. 999 will be called if deemed appropriate.
2. Visit leader or staff members at the venue will call the school. EVC/ member of SLT to decide whether 'first responders' (PAG, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue with injured pupil and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).
3. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?

3. If it felt that an ambulance needs to be called, office staff will inform visit leader/ staff members at the venue/ first aiders at the venue to call 999 and office staff to inform the member of staff leading the visit to stay where they are with the class and injured pupil(s).

4. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

**When a member of staff is injured, they are the only member of staff on the visit**

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

1. Depending on the nature of the injury- member of staff leading the visit will call for help from visit venue staff and/or first aiders and 999 will be called giving details of location, details of the injury, injured staff member's name and DOB.
2. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
3. EVC/ member of SLT to decide whether 'first responders' (PAG, WIM, HIL, MUL, HOL) are needed to travel to the visit venue. If so, office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit venue and /or supervise other pupils. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured pupil(s).

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

1. Member of staff leading the visit to call for help from staff/ first aiders at the visit venue. 999 will be called if deemed necessary.
2. Staff at the visit venue will call school office on the 'SJW' number saved in the school mobile phone. School office to inform visit venue staff that emergency first responders will travel to the visit location immediately.
4. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff.
3. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

1. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) get help from staff at the visit venue, first

aiders at the visit venue will follow their procedures for calling 999 and will support the injured member of SJW staff.

2. Pupils will use the school mobile phone to call the school office and put a member of staff at the visit location on the line.
3. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member. It may be necessary for the first responders to accompany pupils back to school whilst other members of staff stay with the injured member of staff.

**\*\* In the event that these steps need to be followed, an incident report and trip evaluation will be completed by the visit lead. All paperwork will be stored in accordance with accident documentation retention. This will trigger a review of procedures and any changes will be made, signed and dated\*\***

## **Hilltop Emergency Procedures**

### **When a pupil is injured**

6. Depending on the nature of the injury- PE teacher at Hilltop will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
7. PE teacher will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). PE teacher may ask for advice from a fellow first aider, the EVC or a member of SLT.
8. Office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support PE teacher(s) at Hilltop with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
9. PE teacher will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, PE teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
10. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

### **When a pupil is injured and the PE teacher(s) are in shock and cannot follow the steps above**

4. PE teacher will call the school. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support PE teacher(s) at Hilltop with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
5. Office staff will ask the following questions:
  - Where are you?

- Do you need an ambulance?
- What is the emergency and how many pupils are injured?
- What are their injuries?
- Are all other pupils accounted for?
- What actions have you taken so far?

3. Office staff to call 999 and detail the information above. Office staff to inform the PE teacher to stay where they are with the class and injured pupil(s).

4. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

**When a member of PE staff is injured, they are the only member of staff at Hilltop**

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

5. Depending on the nature of the injury- PE teacher at Hilltop will call 999 using their mobile phone and give details of location, details of the injury, their name and DOB.
6. PE teacher will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
7. Office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support injured PE teacher and walk the rest of the class back to school.

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

4. PE teacher to hand phone to pupil. Pupil will call 999 detailing the injury and location (location on front of folder in emergency rucksack).
5. Pupil to call school office on the 'SJW' number saved in the PE teacher's mobile phone. School office to inform pupil to stay where they are with the class and teacher.
6. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured PE teacher and walk the rest of the class back to school.
7. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

4. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) put on hi-vis vests and return to school if they are unable to locate the PE teacher's phone.
5. As 2 pupils return to school, office staff to call 999 with location of Hilltop and injury details. (Office staff to use the questions above to glean more information from pupils if possible).

6. Office staff alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to Hilltop with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured PE teacher and walk the rest of the class back to school.
7. 2 pupils who have returned are to stay in school.

## **Local Visit Emergency Procedures**

### **When a pupil is injured**

11. Depending on the nature of the injury- member of staff leading the visit will call 999 using their mobile phone and give details of location, details of the injury, pupil name and DOB.
12. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions below to glean more information if needed). Teacher may ask for advice from a first aider, the EVC or a member of SLT.
13. Office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support teacher at visit location with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
14. Member of staff leading the visit will be kept on the line until the relevant person has been found to discuss and finalise the plan. After seeking advice, if it is decided that an ambulance needs to be called, teacher will terminate the call to school, call 999 and give details of location, details of the injury, pupil name and DOB.
15. Office staff will call parents and inform them of the incident and next steps (i.e. travel to school or hospital).

### **When a pupil is injured and the teacher(s) are in shock and cannot follow the steps above**

6. Member of staff leading the visit will call the school. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional pupil details. First responders to support member(s) of staff leading the visit at visit location with injured pupil and /or supervise other pupils. It may be necessary for the first responders to walk the rest of the class back to school.
7. Office staff will ask the following questions:
  - Where are you?
  - Do you need an ambulance?
  - What is the emergency and how many pupils are injured?
  - What are their injuries?
  - Are all other pupils accounted for?
  - What actions have you taken so far?
3. Office staff to call 999 and detail the information above. Office staff to inform the member of staff leading the visit to stay where they are with the class and injured pupil(s).

4. Office staff will call parents to inform them of the incident and next steps (i.e. travel to school or hospital).

**When a member of staff is injured, they are the only member of staff on the local visit**

Pupils will have been informed of the emergency procedures:

**Scenario A: staff member is injured and is able to communicate via mobile**

8. Depending on the nature of the injury- member of staff leading the visit will call 999 using their mobile phone and give details of location, details of the injury, their name and DOB.
9. Member of staff leading the visit will call the school office, inform them of the emergency and their plan of action. (Office staff can use the questions above to glean more information if needed).
10. Office staff to alert 'first responders' immediately (PAG, WIM, HIL, MUL, HOL) and instruct at least 2 responders to immediately travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and additional staff details. First responders to support injured member of staff and walk the rest of the group back to school.

**Scenario B: staff member is injured, is able to communicate to pupils but not via mobile**

8. Member of staff leading the visit to hand the school mobile phone to pupil. Pupil will call 999 detailing the injury and location (location).
9. Pupil to call school office on the 'SJW' number saved in the school mobile phone. School office to inform pupil to stay where they are with the class and teacher.
10. Office staff to alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member and walk the rest of the group back to school.
11. Office staff to ask the following questions:
  - Where is the member of staff and the rest of the class?
  - What is the emergency and who has been injured?
  - What are their injuries?
  - Are all pupils accounted for and staying where they are?
  - What actions have you taken so far?

**Scenario C: staff member is injured but is unable to communicate**

8. 2 pupils (informed in advance that they are to take charge in the event of scenario C and are made aware of the procedures) put on hi-vis vests and return to school if they are unable to locate the SJW phone.
9. As 2 pupils return to school, office staff to call 999 with local visit location and injury details. (Office staff to use the questions above to glean more information from pupils if possible).
10. Office staff alert 'first responders' (PAG, WIM, HIL, MUL, HOL) immediately and instruct at least 2 responders to travel to the visit location with their mobile phone, a spare first aid kit (located in the emergency rucksack in school reception) and staff details. First responders to support injured staff member and walk the rest of the group back to school.

11. 2 pupils who have returned are to stay in school.

Ratified by Governors: 05/02/2024

Review Date: 05/02/2025

*(This policy will remain in force beyond the review date if no updates are required)*