Kew Green Preparatory School

# Outdoor Education and Off-site Educational Visits policy

## Introduction

School trips form an important dimension of a child's educational experience, bringing the classroom into the outside world and forming a shared experience with teachers and peers. Planned visits are known to give children a greater sense of personal responsibly, encourage independence and teamwork and boost self-esteem. There are opportunities to learn new skills as well as reinforcing existing skills and knowledge by putting theory into practice. Children will enjoy these experiences as well as learning, forming lifelong memories.

However, given the potential for tragic mishap, it is important that planning and documentation is thorough, not only for the pupils and staff, but also for the legal implications if something goes wrong. If all the necessary procedures and documentation are in place there should be no need for apprehension about leading a school visit, whether it is a trip to a museum, residential week or a tour abroad.

## Value and Purpose of School Visits and Ventures

A great deal of attention is paid to the quality and effectiveness of learning opportunities offered to children and the strategies used to promote best practice.

Attempts to enhance learning or provide realistic situations in which to use and apply knowledge skills and understanding are at the forefront of good practice. Exciting and stimulating environments provide excellent learning opportunities, whether in the local vicinity or further afield.

The value of off-site education is recognised by the School's Directors and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to formal procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures in place at Kew Green Preparatory School. It supplements and follows the advice and guidance contained within the following

### Primary Documents:

1. Statutory Framework for the Early Years Foundation Stage (EYFS) (Updated 2025):
    - This is essential for visits related to children under 5, including staff-to-child ratios, safeguarding, and welfare requirements.
    - EYFS Framework
2. Keeping Children Safe in Education (KCSIE) (2025):
    - Outlines safeguarding responsibilities for schools and supervision-related considerations like safer recruitment and the handling of safeguarding concerns.
    - KCSIE Guidance
3. Health and Safety at Work Act (1974) & Supporting HSE Guidance:
    - Governs all aspects of health and safety in schools, including risk assessments for supervision, off-site activities, and the school environment.
    - HSE Guidance
4. Managing Medicines in Schools and Early Years Settings (2015):
    - Addresses how to supervise and manage children with medical conditions and administer medication safely.
    - Medicines Guidance

Activity-Specific Guidance:

1. Outdoor Education Advisers Panel (OEAP) National Guidance:
    - Essential for off-site and adventurous activities. Covers risk assessment, ratios, and safety protocols.
    - OEAP National Guidance
2. Health and Safety Executive's (HSE) School Trips Guidance:
    - Focuses on risk management for educational visits and off-site supervision.
    - School Trips HSE Guidance

## Roles and Responsibilities

The **Board of Directors** satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad or hazardous need to be approved by the Board. Such approval should be formally recorded in the Board's minutes.

The **Headteacher** and **Heads of Sections** are delegated by the Board to approve all off-site educational visits of a perceived low risk, local daily or regular basis.

The **Educational Visits Officer (EVO)** ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the Group Leader for each visit and monitor the risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the Group Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that the DBS disclosures are in place as necessary.
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and 'near accidents'.
- Provide training and guidance for planning and leading trips. This will be offered to all new staff as part of their induction programme and as a 'refresher' for other staff. Step by step guidance sheet is available on the intranet.
- Review and regularly monitor procedures.

**The Group Leader** is responsible for identifying the purpose of the visit and following the school's procedures. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVO. If the visit is of a specific nature, for example, Residential Week, the Group Leader will be in overall control but will delegate to other staff the leadership for particular activities.

This will take account of:

- Generic Risks as referred to in this document.
- Event Specific Risks as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- *Risk Assessment* advice provided by the intended venue.
- On-going Risks identified by the professional staff responding to the changing circumstances and the success of planned activities and procedures.
- The participants and staff will be fully briefed on the purpose of the visit and the risk assessment control measures.
- Arrange and collect Emergency contact details via school manager.

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Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

All accompanying staff and adults should be briefed before any visit and should be made aware of the Risk Assessment and exactly what is required of them during the visit.

## Guidance Notes for Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that:

All Group Leaders will familiarise themselves with the published advice and guidance. Training for Group Leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency. Staff will be trained in the use of EVOLVE – our digital system for the planning, storing and managing all trips and workshops. Annual inset training will be provided by the EVO.

In order to plan an off-site activity, the EVO, Head of Section and Deputy Head Teacher should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent must be obtained for all off-site and on-site activities that involve billing the parents. Parents must be informed of the exact details and associated costs of the trip via EVOLVE 2 weeks in advance of the trip. For visits in the local vicinity and for fixtures, parents are required to sign a generic consent form which lasts for one year.

Digital written approval for all trips must be sought from the EVO and Head of Section using EVOLVE.

## Evaluation Report

Where necessary, Group Leaders must report to the EVO upon their return from a trip to record any incidents or 'near miss' situations. All incidents must be recorded in school, regardless of whether an accident form was completed at the venue.

## Risk Assessment

A risk assessment form should be completed for all trips and added to the EVOLVE form for the EVO and Head of Sections to check. External providers will have their own risk assessment documents which can be used to help this process, and these should be requested. Medical data and specific group requirements should be assessed and noted.

Emergency Contacts for every child must be taken on the trip. Staff should carry mobile phones and should save the contact details of all Group Leaders within their phone's address book, as well as contact numbers for Heads of Section back at school.

Termly INSET on emergency procedures and staff contact details will be carried out by EVO.

## Staff to Pupil Ratios

Any school visit must be led by a permanent member of teaching staff.

The required staffing levels will vary depending on the activity, age of participants, group size, location of the visit and the efficient use of resources. There will be a minimum of two members of staff on all trips (other than away fixtures when a regular parent helper, with a DBS check, may accompany the team along with a permanent member of teaching staff).

In line with DfES guidance, Kew Green Preparatory School has adopted the following criteria for visits away from the locality of the school:-

- 1 adult for every 5 pupils in Reception classes.
- 1 adult for every 6 pupils in years 1, 2 and 3.
- 1 adult for every 10 pupils in years 4, 5 and 6

The table below offers more detailed guidance which applies where the Group Leader and supervisors are experienced and competent:

| Activity | Maximum Ratios | Notes |
|---|---|---|
| Local visits (walking distance e.g. Kew Gardens)<br><br>Day visits<br><br>(minimum of 2 supervisors required) | 1:10 for all ages<br><br>Reception 1: 5<br>Year 1 - 2 1: 6<br>Year 3 -6 1: 10<br>(1:6 for public transport)<br><br>(one supervisor per activity or supervision group) | A minimum of one qualified and competent Group Leader is needed for each class or group. Supervisors should reflect the gender of the group. |
| Residential Visit (including Overseas)<br><br>(minimum of 3 supervisors required) | Reception 1: 5<br>Year 1 - 2 1: 6<br>Year 3 -6 1: 10<br><br>(one supervisor per activity or supervision group, in addition to any centre residential staff) | As well as the above requirements, there should be one qualified and competent supervisor for each unqualified supporting adults. There should be a minimum of 3 competent supervisors. |
| Open Country<br><br>Working by water away from a road or building | Reception 1: 5<br>Year 1 - 2 1: 6<br>Year 3 -6 1: 10 | Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). The numbers of qualified teachers will depend on the risk assessment. |

Parents and volunteers may be asked to supplement the supervision ratio. They should be carefully selected and ideally, they should be well known to the school. Anyone who has not had a DBS check should never be left in sole charge of pupils. Teachers, staff and other adult supervisors should ensure that whenever possible they are not alone with a pupil. This serves as protection for all parties.

The ratios and supervision strategies outlined should provide adequate supervision, but any strategy needs to be complemented by clear knowledge of the quality of those supervisors, volunteers and other responsible adults.

*The need for a higher level of supervision:*

Aside from the generic advice given on ratios within this section, the Visit Risk Assessment (having due regard for the visit venue, its environment, the Group Leader's and Supervisors' qualifications, competencies and experience, as well as those of the Group itself) should identify a suitable Staff/Group ratio.

The number of staff should be increased if:

- It is found that the environment or location of the visit site or activity presents particular hazards; e.g. poor visibility, poor security or prevailing physical hazards.
- If it is known that the behaviour or needs (educational, physical or medical) of the Group as a whole or of an individual Group member requires particular management. This could mean a ratio as low as 1:1 in some circumstances with additional staff not being tied into other agreed staffing ratios.
- When teachers are inexperienced and are accompanying the group as part of their professional development. This may mean them not being included in calculated staff ratios.

1. Paediatric First Aid Training Requirements

- Mandatory Training for Staff:
    - At least one person with a current and full PFA certificate must be available on-site at all times when children are present.
    - During outings, at least one member of staff with a full PFA certificate must accompany the group.
- Certification Standards:
    - Training must meet the UK's Early Years First Aid Training requirements.
    - Certificates must be renewed every three years to remain valid.
    - Training should include emergency response protocols for infants and children, focusing on CPR, choking, and other medical emergencies.

2. EYFS-Specific Focus:

- Supervision During High-Risk Activities:
    - The individual responsible for PFA should supervise activities involving increased risks, such as outings or physical play.
- Coverage of All Staff in EYFS Settings:
    - While not all staff need PFA certification, the framework emphasizes the importance of ensuring that all staff have some awareness of health and safety practices and know how to escalate medical emergencies to the designated PFA-trained individual.

3. Training Content for Paediatric First Aid:

The updated framework specifies that the training should cover:

- Assessing emergency situations quickly and safely.
- CPR procedures for infants and children.
- Responding to choking incidents.
- Handling allergic reactions (including the use of auto-injectors like EpiPens).
- Recognizing and responding to illnesses or injuries (e.g., burns, head injuries, or fractures).

4. Ratios and Accessibility:

- Accessible and Visible PFA Personnel:
    - There must always be sufficient PFA-certified staff to cover statutory ratios, especially in environments like nurseries and early years classes.
    - Staff need to be easily identifiable so they can act promptly in emergencies.

5. Implications for Settings:

EYFS providers must:

- Maintain a current list of PFA-certified staff.
- Conduct regular audits to ensure compliance with ratios and training standards.
- Display certificates and ensure their visibility to parents and inspectors.

Type of visit

Adventure Activities

• Check that the centre being used is licensed and insured
• Check that the instructors and supervisors are qualified
• Check that all equipment to be used is serviced appropriately and meets safety standards of the NGB (National Governing Body)
• Appropriate provision for first aid

*Supervision of adventure activities in more remote locations*

The Group Leader should be aware of:

Sea - tides, potential hazards, glass, sewage outlets, cliff tops, warning signs and flags

Farms - basic safety advice:

• Wash hands after touching or feeding animals
• Do not drink form farm taps unless they are clearly for the public
• Keep away from tractors and other machines

Residential Visits –

• Ensure whole group is aware of the accommodation layout
• Whole group know where the nearest emergency exit is
• Whole group know fire/emergency arrangements and assembly point
• Teacher should have access to all rooms
• Windows and balconies need to be secure and made safe (shut)
• Appropriate staff supervision/ presence during the night
• Be aware of security arrangement to stop unauthorised visitors

Ski Trips –

• All instructors must be qualified according to the national regulations and approved by the Director of the local ski-school
• School staff should at no point be left responsible for the children whilst they are participating in the activity of skiing. All skiing groups must be led by the ski instructors
• Arrangements must be clarified with the tour operator (with regard to class sizes and class sharing arrangements) prior to the trip

• Ski equipment must be of an acceptable standard and checks made by the staff
• Skis and boots should be easily identifiable so that children do not try to use the wrong equipment
• Children must wear helmets at all times when skiing
• Resorts must have been assessed by the tour operator as suitable for school groups of our age group
• Accommodation is appropriate to the mountain environment in winter conditions
• Guidance is given to parents prior to the trip on appropriate clothing for winter conditions in mountain environments

Residential Visits

The party leader should liaise with the EVO and Head Teacher (if the trip has not been run before). The following documents should be prepared and checked by EVO, Head or Head of Section.

Letter to parents on EVOLVE:
1. Initial letter announcing visit
2. Further information letters

Forms to parents for completion and return:
1. Medical/Health form (includes diet)
2. Consent form
3. Emergency Information form

Once the above information has been produced for all pupils, the party leader must complete the following forms, copies of which should be given to the Head of Section, EVO, and all staff involved with the trip.

Pupil Contact Sheet
Listing pupils on the trip with emergency contact numbers

Medical Health Sheet
1. All parents and guardians should complete a medical form about their child.
2. A summary sheet should be made and distributed to all concerned.
3. Discuss specific details with the parents.
4. Send details of all pupils with specific dietary needs to the residential centre/accommodation.
5. List all pupils who need to take daily medication. Ensure that parents have completed the

'Medical Permission form' with information regarding amounts and storage. Medicine cannot be administered without written consent.

Information to Parents
Parental consent is essential. Parents or guardians are entitled to be as fully informed as possible, not only on the practical details but also the aims and objectives of the proposed trip and its value to their child's education.

Information can be issued in stages depending on the nature of the trip. There should be an initial letter outlining the visit with main details which can be sent out via EVOLVE. There should also be a meeting for parents; this has great benefits and is very reassuring for parents offering them the opportunity to ask questions.

The following information should be conveyed:

1. Visit aims and objectives
2. Visit duration (with dates)
3. The base from where the group will operate
4. All travel arrangements including drop-off/pick-up points and times
5. Activities planned with a daily programme
6. Clothing required/equipment list
7. Recommended spending money
8. Insurance details (if applicable)
9. Cost

## Overseas Trips and Visits

To ensure good practice and compliance with all the necessary regulations, all aspects of the guidance notes set out in Section 6 for Off-Site Visits apply to all overseas trips and visits, including the staff to pupil ratios. In addition, it is expected that:

Group Leaders should make a copy of all passports, visas and EHIC and retain a copy as well as the original documents throughout the visit. A second copy should be given before departure to the EVO or a member of the SLT who remains in the UK for the duration of the visit, for reference in the case of emergencies.
When travelling abroad, pupils need to be thoroughly briefed on matters such as securing passports and visas, when necessary (staff should remain in possession of these documents at all times apart from when the pupils need to be presenting them personally), baggage security and airport security checks.

Where overnight accommodation is involved:

- Fire exits and emergency evacuation procedures should be checked by the Group Leader on arrival. The group should then be given a briefing / fire drill.
- Pupils should know where staff rooms are located, and these should be in the vicinity of pupil rooms.
- Pupils should carry emergency contact details for all Group Leaders whenever they are out and about and should carry an emergency card (written in the language of the country that is being visited) which can be used to help them in the event of being separated from the group.
- It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. All staff should have a copy of rooming lists.
- It is good practice to have a member of staff on the trip who is a competent speaker of the local language wherever possible.

A number of additional factors should be considered when organising a trip abroad:

- Driving regulations, licence requirements, insurance
- Documentation required, European Medical Card, visas
- Official tour operator e.g. ABTA/ATOL etc.
- Staffing ratios
- Language – at least 1 member of staff has working knowledge
- Local customs – dress, eating times, local foods
- Health hazards e.g. water
- Vaccinations – check with department of health
- Insurance
- Emergency medical facilities – take a contingency fund
- Photocopies of all group documents, passports, consent forms, insurance details
- Identity cards – issue all children with ID cards contact numbers and details of group accommodation
- Ensure copies of all documentations left at school together with detailed itinerary
- Prepare the children before they go on the trip e.g. daily routine, code of conduct etc.

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## Procedures

Staff wishing to plan and undertake a visit (prospective Group Leaders) should apply verbally to the Deputy Head for outline permission to plan the visit.

Outline permission will be granted when all the requirements of this policy and guidelines have been considered, the visit can be accommodated within the school timetable, the educational objectives meet curriculum requirements, and the ethos of the visit is one with which the school wishes to be associated.

Once outline permission has been received the Group Leader can complete the planning organisation and bookings for the visit via EVOLVE. When all details are complete, they must be submitted to the EVO for approval. Once approved by the EVO, these will be passed onto the appropriate Head of Section for approval. At this point the visit or workshop has been given complete approval.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit, the Group Leader will feedback to the EVO evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit. Any incidents or accidents will be reported in accordance with the reporting requirements.

During the visit, a register must be carried out using EVOLVE (either on a computer or mobile device) to ensure there is a record of attendance and for the finance team to appropriately invoice parents.

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

Please see Appendix A for further procedure details.

## Food Preparation

For any school visit, it is the party leader's responsibility to ensure that pupils receive proper meals and that any individuals with dietary complaints, allergies and needs (including vegetarians) are catered for.

For a day visit, packed lunches need to be ordered for every member of the party including accompanying adults. This must be done at least two weeks in advance, using the Picnic Lunch Request Form (Appendix D & E) and collected on the day. It is advisable to discuss your trip with the school caterer when ordering lunches.

Meals/snacks should be taken at the regular times on visits abroad or when the visit involves travelling unusual hours. It is the party leader's responsibility to make contact with hotels, centres and tour companies to arrange mealtimes.

## Transport

### Coach Transport

Head counts and registers, by the Group Leader or delegated teacher, should always be carried out when the group is getting onto or off a vehicle.

The driver(s) of the vehicle should not be responsible for supervision. The Group Leader is responsible for the party and should maintain good discipline.

Coaches should be booked via email using the relevant booking form for PJ Ellis. (Appendix G) All coaches carrying groups of three or more children aged between 3 and 15 years must be fitted with a seatbelt for each child.

The Group Leader and staff must ensure that:

- All pupils stay seated whilst on the coach
- No pupils should sit on the front seat
- All occupants must always wear a seat belt.
- Pupils are informed of the rules concerning eating food and having drinks on the coach. No chewing gum is permitted at any time on the trip.
- The coach is left in the same condition in which it was boarded.
- They take the following on the journey: rubbish bags, tissues, toilet roll, wet wipes, and travel sickness bags.
- They carry a mobile phone and first aid kit.

### Use of Public Transport

Where public transport is to be used, the teacher must go on a pre-visit to risk assess the journey. There needs to be an increased supervision ratio so that there is a minimum of 1 adult to 6 children for the Upper School. It is unlikely that public transport would be a sensible option for Lower School Children. The risk assessment must clearly state the need for frequent head counts, registers and rendezvous points should the groups become separated on the journey.

Public transport should be pre booked and tickets can be applied for from 3 months to 14 days in advance of the journey.
Instructions are available on the TFL website: https://tfl.gov.uk/fares-and-payments/travel-for-under-18s/school-parties

### Use of Private Vehicles

Members of staff should not be using their own vehicle to transport children. In unique instances where this is required, the staff member must have adequate insurance cover and written permission from the parents and the head teacher.

Children may only travel in other parents' cars with written or verbal permission from their own parents.

## Behaviour

On all visits pupils should be given clear guidelines concerning their conduct. All pupils should know what behaviour is expected of them on a visit whether it is to the theatre, a shopping centre or a field study centre. Parents should also be informed of the behaviour expected and the general consequences of unacceptable behaviour (exclusion from visit or activities). The KGPS behaviour policy (Appendix B & F) should always be followed.

It is the leader's responsibility to remind pupils of the expected behaviour and to maintain standards.

Some general points to remember:

- Appearance: smart at all times (except when an activity requires otherwise)
- Noise level: to be appropriate to the location and other members of the public
- Manners: pleasant and polite to staff, students and local residents (no bad language)
- Respectful of each other and property/belongings
- Listen to and obey instructions given
- Pupils should know the timetable for the day
- Remember that the place you are staying or visiting will have their own set of rules/standards.

In addition, for residential trips, pupils should be made aware of:

- sleeping arrangements
- personal hygiene
- domestic responsibilities (rotas)
- responsibility for personal property
- emergency procedures (fire drill, etc)
- arrangements for free time

It is also important during remote supervision that pupils know what to do if separated from the group (rendezvous procedures) and have knowledge of how to summon help (emergency contact cards in both English and the local language where appropriate).

## Health and Medical Procedures

A first aid kit is to be taken on all visits. There are large first aid kits for visits in the office which should be checked for content before taking. Additional, small classroom first aid kits may also be taken, especially if the group is likely to be apart during some parts of the day. Group Leaders should be aware of and ensure any individual medication is taken on the visit. This medication should then stay with the child or their group leader throughout the trip.

On EYFS trips one member of staff must hold a current Paediatric First Aid Certificate.
Administration of medicine must be in line with KGPS medical policy.

Parents must complete the medical form to give permission for staff to administer medicine.

Check medical procedures on arrival at the centre or hotel.

In the event of an incident involving injury or illness of one of the groups:

- Seek medical attention if the incident requires it and keep SLT, EVO and parents informed.
- If the incident is serious or an operation is needed, telephone a member of SLT as soon as possible. This SLT member will inform the parents or, if you wish, you may contact them.
- Keep the head teacher informed of any developments
- A member of staff should stay with injured / unwell child at all times.
- In law, the interest of the child is paramount, and it follows that, in a crisis, a teacher has the right to authorise medical treatment in the child's interest. In such situations, parental consent is not legally required although every effort should be made to contact the parents.

## Day Trip Emergency Procedures including serious injury and fatality

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the visit group, the parents, the school and head teacher in the event of an emergency.

In the event of a delay to the return to school of more than one hour, or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the head teacher or designated deputy so that they can decide on the appropriate course of action.

### Response to a minor incident (e.g. broken arm, vehicle involved in an accident where no one is injured)

If the incident is of a less serious nature, then the parents of those affected will be informed about what has happened (e.g. that the visit party will be returning late or that an accident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Group Leader will be designated to undertake this task. A message will be communicated to the parents of the whole group so that they are aware that an incident has taken place, that it is being dealt with and that there will be a delay to the return journey back to school.

### Response to a serious incident (e.g., vehicle involved in accident where someone is injured, group party caught up in a terrorist incident)

If the incident is serious (e.g., involves a disabling or life-threatening accident) then the Head will instigate an appropriate critical response and maintain contact with Directors, parents, staff, the school's insurers and others. Consideration will be given as part of this response to media relations. Under no circumstances should the party leader speak directly to the media. Please refer to the Critical Incident Policy for further details.

### Response to a fatal incident

In the event of the death of a group member, the Head Teacher or a member of the SLT will make every effort to join the trip as soon as possible and relieve the trip leader of the associated responsibility. The trip leader must inform the head immediately, who will then inform the family and the Directors. The school's insurers will be notified by the Directors. No one should discuss legal liabilities with other parties – this will be left to the insurers and subsequent investigation by the appropriate authorities. All actions taken should be in accordance with the Critical Incident Policy.

Emergency arrangements should be put in place to return the group to school to be collected by their parents. Be mindful of the duty of care to the rest of the group. It is not always possible to assess whether group members have been traumatised by the incident. In some cases, reactions do not surface immediately. Consideration should be made for counselling services to be available within school over the forthcoming days.

The Domestic Bursar and Directors should be consulted on a regular basis to ensure that all appropriate authorities are kept informed about the incident.

**Exemplar scenarios:** See Appendix H for exemplar scenarios that may be adapted to meet the requirements of a particular incident.

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# Outdoor Education and Off-site Educational Visits policy

**Written by**: Oliver Harrington, EVO Leader, Mark Reed Director of Studies
**Last review:** September 2025
**Next review**: September 2026

Appendices:

All to be found on staff Sharepoint

A. Planning a Visit or Workshop
B. Check List for Discussion with Pupils Going on a Visit
C. When Do I Need to Carry Out a Risk Assessment?
D. Permission and Picnic Form
E. Picnic Order Form
F. Behaviour Code
G. Coach Booking Form
H. Exemplar Emergency Procedure

APPENDIX A

PLANNING A VISIT OR WORKSHOP

1. Contact Deputy Head to check dates and seek approval

2. Book venue and transport – arrange costs for parents with Deputy Head

3. PJ Ellis Booking form completed and emailed to lenka@pjellis.co.uk

4. Create the trip and complete form using EVOLVE www.evolve.online

5. Complete an appropriate **risk assessment** and attach to the EVOLVE form
(Remember to check medical and dietary needs.)

6. Attach **invoice documents** and **email confirmation for PJ Ellis** etc. to form in EVOLVE. You may be best turning this into a pdf or using a screenshot and saving as an image. Ask EVOE if unsure.

7. Complete **picnic order form and produce labelled stickers** at least ***2 weeks*** before and give to the kitchen

8. **Email Deputy Head** body text of the parent letter. Once checked, insert into consent form and send to parents at least 1 full week ahead of the trip date.
Details of trip, consent, parent helper request, uniform notification etc.

9. Check consent in EVOLVE

10. Add **parent helper contact details** to the trip forms and risk assessments

11. Check duties and lessons are covered

12. Pre-Trip meeting with school helpers:
Emergency Contact Information sheet for every child
Medical/Dietary needs
Groupings
First Aid Kits - Leader or assigned member of staff to organise (inc. inhalers, Epi-pens)

| In the days leading up to the visit |
| --- |
| • Create an itinerary for all accompanying adults and arrange to meet with school staff before the outing in order to go through trip details and Risk Assessments.<br>• Decide on groupings of pupils and Group Leaders.<br>▪ Check medical and dietary needs with the office and find out about pupil-specific medication. Print off information.<br>▪ Ensure emergency contact details for staff added to your mobile<br>▪ Ensure that all consent has been given on EVOLVE<br>▪ Pack a First Aid kit. |

13. <u>On the Day</u>
    Complete **EVOLVE register**

| On the day of the visit |
| --- |
| ▪ Teachers should ensure that they have packed a First Aid kit, any pupil-specific medication.<br>▪ Collect and check packed lunches from the kitchen.<br>▪ Ensure that all children are correctly dressed in full school uniform including hats/caps and blazers.<br>▪ Brief pupils on the timings and details of the day, groups and Group Leaders, expectations for behavior and what to do in an emergency. Refer to School Trips Behaviour Code and Check List for Pupils.<br>▪ Go on visit, monitoring at all times. |

<u>After the trip</u>

14. Notify EVO and Head of Section of any incidents or 'near misses'

15. Feedback to EVO on your experience.

APPENDIX B

CHECKLIST FOR DISCUSSION WITH PUPILS GOING ON A VISIT

| Question | Answer |
|---|---|
| • Who is my Group Leader? | |
| • Where am I going to visit? | |
| • How can I contact my Group Leader? | |
| • How do I use the phone if help is required? | |
| • What will be done to keep me safe and secure on the visit? | |
| • What should I do if I get lost or into difficulties when not with the Group Leader? | |
| • What standard of behaviour is expected? | |
| • What do I do to keep my money and valuables safe? | |
| For residential visits:<br>Do I know: | |
| • The address(es) and telephone number(s) of the place(s) where I shall be staying? | |
| • How should I behave where I am staying? | |
| • Where am I to sleep and where am I to dress? | |
| • What do I do if I am worried/unhappy about anything when staying away from home? | |

APPENDIX C

## WHEN DO I NEED TO CARRY OUT A RISK ASSESSMENT?

- For all school visits.
- For regular or short visits within the local area and fixtures.
- For all other school visits.
- For more complicated visits, such as residential trips or travel abroad, a copy of the completed Risk Assessment must be submitted to the EVO and Heads of Section at least 4 weeks before the date of departure.

Remember: insurance covers recovery only – it does not reduce the likelihood of something happening.

## WHAT DO I NEED TO CONSIDER IN MY RISK ASSESSMENT?

• Type of visit / activity (high risk, outdoor activities)
• Location/type of transport
• Competence, experience, qualifications of supervisory staff
• Staff/pupil ratios
• Special educational/medical needs of pupils
• Quality of equipment to be used
• Conditions, weather, timing
• Emergency procedures
• How to cope with 'unwilling' pupils
• Need to monitor risks throughout trip

## HOW DO I CARRY OUT MY RISK ASSESSMENT?

Follow the clear procedure set out in this policy. If you are unsure or have any problem please speak to the EVO.

APPENDIX D

CLASS LIST PERMISSION AND PICNIC ORDER

| Class: ?K | Permission | Tuna with butter | Tuna with Ham butter | Tuna no butter | Ham no butter | Cheese with butter | Cheese no butter | Cucumber with butter | Cucumber no butter | Salami with butter | Salami no butter | Overall |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | | | | | | | | | | | |
| 2 | Name | | | | | | | | | | | |
| 3 | Name | | | | | | | | | | | |
| 4 | Name | | | | | | | | | | | |
| 5 | Name | | | | | | | | | | | |
| 6 | Name | | | | | | | | | | | |
| 7 | Name | | | | | | | | | | | |
| 8 | Name | | | | | | | | | | | |
| 9 | Name | | | | | | | | | | | |
| 10 | Name | | | | | | | | | | | |
| 11 | Name | | | | | | | | | | | |
| 12 | Name | | | | | | | | | | | |
| 13 | Name | | | | | | | | | | | |
| 14 | Name | | | | | | | | | | | |
| 15 | Name | | | | | | | | | | | |
| 16 | Name | | | | | | | | | | | |
| 17 | Name | | | | | | | | | | | |
| 18 | Name | | | | | | | | | | | |
| 19 | Name | | | | | | | | | | | |
| 20 | Name | | | | | | | | | | | |
| 21 | Name | | | | | | | | | | | |
| Teacher | Name | | | | | | | | | | | |
| TA | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Total: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Total Children

Total Adults

| Class: ?G | Permission | Tuna with butter | Tuna with Ham butter | Tuna no butter | Ham no butter | Cheese with butter | Cheese no butter | Cucumber with butter | Cucumber no butter | Salami with butter | Salami no butter |
|---|---|---|---|---|---|---|---|---|---|---|---|

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | | | | | | | | | | | |
| 2 | Name | | | | | | | | | | | |
| 3 | Name | | | | | | | | | | | |
| 4 | Name | | | | | | | | | | | |
| 5 | Name | | | | | | | | | | | |
| 6 | Name | | | | | | | | | | | |
| 7 | Name | | | | | | | | | | | |
| 8 | Name | | | | | | | | | | | |
| 9 | Name | | | | | | | | | | | |
| 10 | Name | | | | | | | | | | | |
| 11 | Name | | | | | | | | | | | |
| 12 | Name | | | | | | | | | | | |
| 13 | Name | | | | | | | | | | | |
| 14 | Name | | | | | | | | | | | |
| 15 | Name | | | | | | | | | | | |
| 16 | Name | | | | | | | | | | | |
| 17 | Name | | | | | | | | | | | |
| 18 | Name | | | | | | | | | | | |
| 19 | Name | | | | | | | | | | | |
| 20 | Name | | | | | | | | | | | |
| 21 | Name | | | | | | | | | | | |
| Teacher | Name | | | | | | | | | | | |
| TA | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Extra Adult | Name | | | | | | | | | | | |
| Total: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Overall | |
|---|---|
| Total Chn | 0 |
| Total Adults | 0 |

APPENDIX E

PICNIC LUNCH ROLLS ORDER FORM

-

| | |
|---|---|
| Year Group: | 0 |
| Date: | 0 |
| Collection Time: | |
| Leader: | 0 |
| Venue: | 0 |
| Total Lunches: | 0 |

| Roll Filling | Butter | No Butter | Total |
|---|---|---|---|
| Tuna | 0 | 0 | 0 |
| Ham | 0 | 0 | 0 |
| Cheese | 0 | 0 | 0 |
| Cucumber | 0 | 0 | 0 |
| Salami | 0 | 0 | 0 |
| Total: | | | 0 |

DON'T FORGET THE NAMED LABELS WITH ROLL FILLINGS!

Selection of filled rolls pre-ordered by children + labels for sandwich bags.
Grapes/Apples in bags (no oranges please)
Bag of crisps
Kitkats

*Large bottle of water and * cups (children bringing own water bottles so only 'emergency' water for those who forget as required)

Notes: Allergies etc.

APPENDIX F

BEHAVIOUR CODE

SCHOOL TRIPS BEHAVIOUR CODE

The School Golden Rules and Code of Conduct apply at all times. In addition children must also follow the Trips Behaviour Code:-

- Always behave in a reasonable manner to each other at all times
- Be courteous and considerate to centre staff, other school parties and members of the public.
- Listen carefully to explanations and instructions from teachers & adults
- Accept staff decisions, and act quickly on staff requests.
- Take a full & productive role in the visits and activities
- Be prepared to work hard
- Take responsibility for own belongings
- Be sensible and careful on investigative outings
- Be honest and accept reprimands

In the event of repeated misconduct on a residential trip, the child may be excluded from activities or at least removed from the group.

I have discussed/read through this with my child.

Signed: _____ (Parent)

Signed: _____ (Child)

Date: _____

Appendix G:

## Coach Booking Form

School Kew Green Prep School Trip:

Group name / year group:

Date coach is required:

Time coach is to depart school:

Destination:

Appointment time at destination (if known):

Return date (if not same as departure date):

Time to depart location:

Time to arrive back at school:

Number of people……

If over 53, would you like multiple vehicles?.....

Luggage / Equipment? (how many pieces?)……

Notes

All sections of the form are to be completed.

Please book trips based on the extreme timings (ie if it's a tournament assume you will win).

Coaches must not be held at any point of the journey or be asked to wait if this was not part of the original booking

The coach will be large enough to meet your group needs, although at times it may be larger, to meet additional operational requirements.

All transport issues are to be reported to the Domestic Bursars Assistant on Ext 225

APPENDIX H:

Exemplar Scenarios

This section covers scenarios of varying levels of severity. The recommended action to be taken should be used as a guide only: the individual circumstances relating to the incident will directly influence the decisions that need to be taken.

The scenarios are:

1. Traffic Accident involving the vehicle that the children are in
    a. Where no passengers have been injured
    b. Where there has been a minor injury
    c. Where there has been a serious (life threatening or fatal) injury
2. School party has been caught up in a terrorist threat / actual incident
    a. Where the incident is not in sight of the school party, or is in sight but no one has been harmed
    b. Where the party has been directly involved in the incident and/or someone in the party has been injured or killed
3. Accident on a day or residential visit
    a. Where the accident is minor and can be dealt with on site by first aiders
    b. Where the accident requires hospital treatment
    c. Where the accident is life threatening or fatal.

## 1. Traffic Accident involving the vehicle that the children are in

### a) Where no passengers have been injured.

Recommended action:

i) Staff member in charge to double check that no pupils have been injured.
ii) Count the number of children on board the vehicle.
iii) Ask another member of staff to call the Police to attend the scene of the accident.
iv) Evacuate the vehicle and delegate responsibility for supervision to another member of staff. The children and adults should be removed from the danger area as soon as possible, ideally behind safety barriers or on embankments at the side of the road. **Under no circumstances should pupils or staff remain on the carriageway after an accident or vehicle breakdown.**
v) If another vehicle was involved in the incident and both drivers are uninjured, contact and insurance details should be exchanged, and names, addresses and telephone numbers of third party witnesses should be collected. (Delegate this to another member of staff).
vi) The driver of the vehicle should not admit liability as this may breach the terms of the School's motor vehicle insurance policy.
vii) The Police may require witness statements to be given – these statements should keep to the facts and avoid placing blame or speculating on the cause of the incident.
viii) The Party Leader should contact the School and inform a member of the SLT that the vehicle has been involved in an incident and that no one has been injured. The member of SLT should provide a mobile contact number for immediate contact and then pass the information on to the Head Teacher (or in his absence, the Deputy Head)
ix) The Head Teacher (or in his absence, the Deputy Head) will:

a. Arrange for a message to go to parents informing them that the vehicle has been involved in an incident, that no one has been injured, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
b. Inform the Directors of the situation.
c. Liaise with the Party Leader to make decisions about the continuation of the journey or return to school.
d. Communicate that decision to Parents and Board of Directors.
e. Send out another message to parents of those on the trip updating them of the situation, and a more general message to all KGPS parents so that they are informed.

x) Following the return to school / arrival at the destination, an accident report should be completed and submitted to the Domestic Bursar.

**b) Where there has been a minor injury which may require medical treatment.**

Recommended action:

i) Staff member in charge to ascertain who has been injured in the incident and write down their names and brief information about their injuries.
ii) Ask another member of staff to call the Police and Ambulance Service to attend the scene of the accident.
iii) Count the number of uninjured children and adults on board the vehicle.
iv) All uninjured pupils and staff should evacuate the vehicle. The Party Leader should delegate responsibility for supervision to another member of staff. The uninjured children and adults should be removed from the danger area as soon as possible, ideally behind safety barriers or on embankments at the side of the road. Under no circumstances should pupils or staff remain on the carriageway after an accident or vehicle breakdown.
v) Decisions about whether to move injured children and adults should only be made by trained medical personnel. Wait until the ambulance arrives.
vi) The Party Leader should contact the School and inform a member of the SLT that the vehicle has been involved in an incident and give the names of those who have been injured and the nature of the injuries. The member of SLT should provide a mobile contact number for immediate contact and then pass the information on to the Head Teacher (or in his absence, the Deputy Head)
vii) The Head Teacher (or in his absence, the Deputy Head) will:
    a. Inform the Directors of the situation;
    b. Contact the parents of the children who have been injured to let them have the initial information; recommendation is that they should wait until more information is forthcoming and that the Head or Deputy Head will call them back within the next 15 minutes;
    c. Arrange for a message to go to parents informing them that the vehicle has been involved in an incident, that there have been injuries but parents of those affected have already been informed, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
    d. Liaise with the Party Leader to enquire about the welfare of the children and adults; whether any are going to hospital; whether the coach will be returning to school or a replacement vehicle has been called.
    e. If a child or adult requires hospital treatment, one of the teachers should accompany them to hospital. They should take the mobile contact number for a member of the SLT with them.
    f. Depending on the nature of the incident, a member of the SLT may be asked to join the group to coordinate the response.
    g. The Head or Deputy Head will contact the parents of injured children/next of kin for any adults to update them on the situation. Depending on the nature of the incident, the parents may decide to go directly to the hospital where the child / children are being treated.
    h. A further message should be sent to parents of those on the school trip to update them on the situation, and a more general message should be sent to all KGPS parents.
    i. The Head will update the Directors accordingly.

viii) If another vehicle was involved in the incident and both drivers are uninjured, contact and insurance details should be exchanged, and names, addresses and telephone numbers of third party witnesses should be collected. (Delegate this to another member of staff).
ix) The driver of the vehicle should not admit liability as this may breach the terms of the School's motor vehicle insurance policy.
x) The Police will require witness statements to be given – these statements should keep to the facts and avoid placing blame or speculating on the cause of the incident.
xi) Following the return to school / arrival at the destination, an accident report should be completed and submitted to the Domestic Bursar.
xii) If necessary, counselling services should be employed at KGPS to assist with any anxiety following the incident.

### c) Where there has been a serious injury (life changing / threatening) or a fatality

Recommended action:

i) Staff member in charge to ascertain who has been injured in the incident and write down their names and brief information about their injuries.
ii) Ask another member of staff to call the Emergency Services to attend the scene of the accident.
iii) Count the number of uninjured children and adults on board the vehicle.
iv) All uninjured pupils and staff should evacuate the vehicle. The Party Leader should delegate responsibility for supervision to another member of staff. The uninjured children and adults should be removed from the danger area as soon as possible, ideally behind safety barriers or on embankments at the side of the road. Under no circumstances should pupils or staff remain on the carriageway after an accident or vehicle breakdown.
v) Decisions about whether to move injured children and adults should only be made by trained medical personnel. Wait until the ambulance arrives.
vi) The Party Leader should contact the School and ask to speak to the Head (or Deputy Head). He/she should say that the vehicle has been involved in an incident and give the names of those who have been injured and the nature of the injuries. The Head will pass on his mobile number so that he can be contacted directly.
vii) The Head Teacher (or in his absence, the Deputy Head) will:
    a. Activate the Critical Incident Management Team in accordance with the Critical Incident Policy. This will comprise the Head, Deputy Heads, Domestic Bursar and Managing Director (or another Director if Theo Brehony is unavailable). This will operate from the Head's Office at KGPS.
    b. Ensure that all information about the incident has been received from the scene
    c. Agree the following actions:
        i. Contact the parents of the children/next of kin for any adults who have been injured to let them have the initial information; recommendation is that they should wait until more information is forthcoming and that the Head or Deputy Head will call them back within the next 15 minutes; alternatively they should come in to school so that information can be relayed to them directly.
        ii. Arrange for a message to go to parents informing them that the vehicle has been involved in an incident, that there have been injuries but parents of those affected have already been informed, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
        iii. Liaise with the Party Leader to enquire about the welfare of the children and adults; who is going to hospital; whether the coach will be returning to school or a replacement vehicle has been called and how long this will be.
        iv. For children or adults requiring hospital treatment, one of the teachers should accompany them to hospital. They should take the mobile contact number for the with them.
        v. The Head or Deputy Head will contact the parents of injured children to update them on the situation. Parents will want to join their children in hospital and should be given a mobile contact number for the Head / Deputy Head so that they can keep in touch.
        vi. A further message should be sent to parents of those on the school trip to update them on the situation, and a more general message should be sent to all KGPS parents.

vii. The Head / Deputy Head will set off to join the school group, with the other in charge of the Critical Incident Team back at school.

viii) If another vehicle was involved in the incident and both drivers are uninjured, contact and insurance details should be exchanged, and names, addresses and telephone numbers of third party witnesses should be collected. (Delegate this to another member of staff).

ix) The driver of the vehicle should not admit liability as this may breach the terms of the School's motor vehicle insurance policy.

x) The Police will require witness statements to be given – these statements should keep to the facts and avoid placing blame or speculating on the cause of the incident.

xi) Following the return to school / arrival at the destination, an accident report should be completed and submitted to the Domestic Bursar.

xii) Counselling services should be employed at KGPS to assist with the anxiety and trauma following the incident.

xiii) In the event of a fatality, the website Winston's Wish provides helpful advice about involving and supporting the School Community.

## 2. School party has been caught up in a terrorist threat / actual incident

### a. Where the incident is not in sight of the school party or is in sight, but no one has been harmed

Recommended action:

i) Staff member in charge to double check that no pupils have been injured.

ii) Count the number of children in the group

iii) If the Police are already on the scene take advice from them about what to do next.

iv) Otherwise, take the group to a safe location – eg nearby hotel, museum, large shop, local school

v) The Party Leader should contact the School on his/her mobile phone in the first instance. If no signal is available, ask at the safe location to use the land line. The Party Leader should request to speak to the Head or one of the Deputy Heads and convey the details of the incident.

vi) The Head Teacher (or in his absence, the Deputy Head) will:

   a. Arrange for a message to go to parents informing them that the group is in the vicinity of an incident, that no one has been injured, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
   b. Inform the Directors of the situation.
   c. Liaise with the Party Leader to make decisions about how the group will return to school.
   d. Communicate that information to Parents and Board of Directors.
   e. Send out another message to parents of those on the trip updating them of the situation, and a more general message to all KGPS parents so that they are informed.

vii) Following the return to school / arrival at the destination, a report should be completed and submitted to the Domestic Bursar.

viii) Follow up action to consider including: further communication with parents, information and advice for class teachers, school assemblies, provision of counselling services, visit by police to reassure pupils of the infrequency of such incidents.

### b. Where one or more in the group has been injured or killed in the incident

Recommended action:

i) Staff member in charge to ascertain the nature of the injuries and whether those affected are able to move to a safer location – count the numbers and record names of those who are unable to leave the scene.

ii) If the Police are already on the scene take advice from them about what to do next.

iii) Otherwise, delegate some staff to take those who can safely move to a safe location – eg nearby hotel, museum, large shop, local school. Two members of staff should remain with the injured group members unless it would put their lives at risk to do so. If there is immediate risk of actual harm, then all should try to get to a place of safety.

iv) The Party Leader should call the emergency services to attend to those who are injured. If no mobile signal is available he/she should ask at the safe location to use the land line. If this is not possible, he/she should locate the nearest Police / Ambulance official and request urgent assistance.

v) The Party Leader should contact the School on his/her mobile phone in the first instance. If no signal is available, ask at the safe location to use the land line. The Party Leader should request to speak to the Head or one of the Deputy Heads and convey the details of the incident. The Head will pass on his mobile number to enable direct contact.

vi) The Head Teacher (or in his absence, the Deputy Head) will:

a. Activate the Critical Incident Management Team in accordance with the Critical Incident Policy. This will comprise the Head, Deputy Heads, Domestic Bursar and Managing Director (or another Director if Theo Brehony is unavailable). This will operate from the Head's Office at KGPS.
b. Ensure that all information about the incident has been received from the scene
c. Agree the following actions:
    i. Contact the parents of the child(ren)/next of kin for any adults who have been injured to let them have the initial information; recommendation is that they should wait until more information is forthcoming and that the Head or Deputy Head will call them back within the next 15 minutes; alternatively they should come in to school so that information can be relayed to them directly.
    ii. Arrange for a message to go to parents informing them that the group has been involved in an incident, that there have been injuries but parents of those affected have already been informed, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
    iii. Liaise with the Party Leader to enquire about the welfare of the child(ren) and adults; who is going to hospital; whether the Police are allowing movement outside of the area; how the group will be returning to school.
    iv. For children or adults requiring hospital treatment, one of the teachers should accompany them to hospital. They should take the mobile contact number for the Head Teacher with them.
    v. The Head or Deputy Head will contact the parents of injured children/next of kin for any adults to update them on the situation. Parents will want to join their child(ren) in hospital and should be given a mobile contact number for the Head / Deputy Head so that they can keep in touch.
    vi. A further message should be sent to parents of those on the school trip to update them on the situation, and a more general message should be sent to all KGPS parents.
    vii. The Head / Deputy Head will set off to join the school group, with the other in charge of the Critical Incident Team back at school.

vii) Following the return to school / arrival at the destination, a report should be completed and submitted to the Domestic Bursar.

viii) Counselling services should be employed at KGPS to assist with the anxiety and trauma following the incident. Consideration should be made about the follow up response and communication with staff, pupils and parents, including assemblies, PSHCE advice, inviting local Police in to speak with the children.

ix) In the event of a fatality, the website Winston's Wish provides helpful advice about involving and supporting the School Community.

## 3. Accident on a day or residential visit

### a. Where the injuries involved are minor and can be dealt with on site by first aiders

Recommended action:

i) Staff member in charge to double check that the injury is minor in nature by seeking advice from a second first aider (or the medical centre on site if applicable)

ii) Delegate supervision responsibilities for the rest of the group to another member of staff

iii) Administer first aid as required

iv) The Party Leader should contact the parents of the child(ren) concerned and inform them of the nature of the accident, what the injuries are and the first aid that has been given; the parents may then decide to allow the child to continue with the trip or may choose to come and collect from the centre.
v) The Party Leader should contact School and inform a member of the SLT of what has happened and the reaction / response from the parents. This information should be written down and sent through to the Head. The Head will relay the information to the Domestic Bursar and School Nurse.
vi) An accident report should be completed and submitted to the Domestic Bursar.

### b) Where the injury requires hospital treatment.

Recommended action:

i) Staff member in charge to conduct an immediate assessment of the medical needs of the injured person in line with First Aid procedures
ii) Ask another member of staff to call the Ambulance Service to attend the scene of the accident.
iii) Continue to administer First Aid until the Ambulance arrives
iv) Contact the parents of the child(ren) /next of kin for any adults concerned to let them know that an accident has occurred and explain that the ambulance service has been called / is already attending. The parents will want to know which hospital their child is being taken to.
v) Contact the School and inform a member of the SLT that a child / children has been involved in an incident and give the names of those who have been injured and the nature of the injuries. The member of SLT should provide a mobile contact number for immediate contact and then pass the information on to the Head Teacher (or in his absence, the Deputy Head)
vi) One of the adults on the trip should accompany the child to hospital. They should have a mobile phone with them and leave contact details with the staff at the centre, who will communicate this information back to School
vii) The Head Teacher (or in his absence, the Deputy Head) will:
    a. Inform the Directors of the situation;
    b. Depending on the nature of the incident, a member of the SLT may be asked to join the group to coordinate the response.
    c. The Head or Deputy Head will keep in contact with the parents of the injured children)/next of kin for any adults to update them on the situation.
    d. and a more general message should be sent to all KGPS parents.
    e. The Head will update the Directors accordingly.
viii) An accident report should be completed and submitted to the Domestic Bursar.
ix) If necessary, counselling services should be employed at KGPS to assist with any anxiety following the incident.

### c) Where there has been a serious injury (life changing / threatening) or a fatality

Recommended action:

i) Staff member in charge to conduct an immediate assessment of the medical needs of the injured person in line with First Aid procedures
ii) Ask another member of staff to call the Ambulance Service to attend the scene of the accident.
iii) Continue to administer First Aid until the Ambulance arrives
iv) Contact the School and ask to speak to the Head / Deputy Head to inform them that a serious injury has occurred. Give full details which Head / Deputy will write down. The Head / Deputy Head will contact the parents of the child(ren)/next of kin for any adults concerned to let them know that an accident has occurred and explain that the ambulance service has been called / is already attending. The parents will want to know which hospital their child is being taken to.
v) One of the adults on the trip should accompany the child to hospital. They should have a mobile phone with them and leave contact details with the staff at the centre, who will communicate this information back to School. They should take the mobile number for the Head with them
vi)
The Head Teacher (or in his absence, the Deputy Head) will:

a. Activate the Critical Incident Management Team in accordance with the Critical Incident Policy. This will comprise the Head, Deputy Heads, Domestic Bursar and Managing Director (or another Director if Theo Brehony is unavailable). This will operate from the Head's Office at KGPS.
b. Ensure that all information about the incident has been received from the scene
c. Agree the following actions:
    i. Arrange for a message to go to parents informing them that there has been an accident affecting a child / children on the trip; that there have been injuries but parents of those affected have already been informed, that parents should not call school but should wait for further information. This message should also be copied to all members of staff via email.
    ii. Liaise with the Party Leader for an update on the situation
    iii. Relay any update to the parents of the child/children/next of kin for any adults affected
    iv. The Head / Deputy Head will set off to join the school group, with the other in charge of the Critical Incident Team back at school.

vii) An accident report should be completed and submitted to the Domestic Bursar.
viii) Counselling services should be employed at KGPS to assist with the anxiety and trauma following the incident.
ix) In the event of a fatality, the website Winston's Wish provides helpful advice about involving and supporting the School Community.