

# Educational Visits Guidelines for Emergency Planning

For all UK and Overseas Trips

## 1. Scope

- These guidelines are to assist the Trip Leader to prepare for and act appropriately in the event of an emergency.
- It is recognised that the Trip Leader may make decisions based on the situation at the time; indeed the school expects the Trip Leader, in consultation with the Deputy Leader and others as necessary, to exercise their best judgement at all times and undertake dynamic risk assessments.

## 2. General Guidance

### • Emergency Contact

- Our main school number is: 01803 897377
- The role of Educational Visits Coordinator is currently combined with the role of Health & Safety Officer
- The Health & Safety Officer is : Marcus Link
- In case of emergency, for media enquiries and any contact with official bodies contact Marcus on: 07885 705181

### • Back-up Planning

- The basic assumption for any back-up plan is that if the trip is cancelled or if ended early, you and your group will return back to school
- Keep safe all documents and monies.
- Let the deputy leader, and others if necessary, know where they are.

### • Write It Down

- Your plan may be brilliant. If it is only in your head it is likely to fail when you need it.
- Write it down and share it with all responsible adults (and even with all members of the group) on the trip.

### • Handling incidents as a Trip Leader:

- Establish the nature and extent of the incident as quickly as possible.
- Ensure the safety of the group.
- Identify casualties and get them attended to/taken to hospital.
- Write down accurately, as soon as possible:
  - All relevant facts, including those that lead up to the incident
  - Witness details
- Preserve any vital evidence.
- Keep a written account of events subsequent to the incident.
- Do not speak to the media, especially not to reveal the names of anyone affected, as this could cause distress to their family.
- Do not discuss legal liability with anyone other than our insurers.
- Keep receipts for all expenses incurred in handling the incident.

- Contact our insurers AVIVA Assistance on +44 (0)1234 621556. They will advise on whether your situation is covered by the insurance.

- **Before the Journey**

- Before departing, the teacher in charge shall ensure that sufficient mobile phones function properly in the destination (especially if overseas).
- Take a record of the mobile numbers of all adults and pupils (when appropriate and as decided by the Trip Leader) and issue them to all group members.
- Issue all older pupils with 'Information for Older Pupils'.
- All pupils to be issued with a single piece of paper with the names, addresses and phone numbers of all the overnight stopping places and with the mobile numbers of all adults and pupils on the trip as per above. Pupils to keep this information on their person, not in a bag.
- All group members will be briefed on the travel plan and, to ensure that each person knows the group's next destination, they should repeat back this information so that the adult knows they have it memorised.
- The Trip Leader shall ensure that adults have sufficient debit card credit available to pay for transport and alternative accommodation.
- All pupils to be told to keep enough cash on them (not in a bag) to allow them to drink, eat and contact the group should they become separated.

- **On the Journey**

- To count and check all party members at each arrival and departure point.
- To stick together, whenever practicable, during the journey.
- To keep aware of potential risks at all times – dynamic risk assessment – and make written notes of all significant occurrences and decisions.

### **3. Default Procedures**

#### **3.1 Scenario 1: Pupil or adult gets separated from rest of the group**

- **Procedure:**

- If someone does go missing and it is not possible to keep the group together, e.g. the train has started to move off without one or more members of the group, then an adult will stay behind with the 'missing' group members, as long as this poses no additional risk to the main group.
- If it is not possible for an adult to stay with the separated persons, then the Trip Leader shall:
  - Try contacting the missing person on their mobile phone.
  - If contact cannot be made, immediately contact an authority at a place the persons are expected to be, e.g. if they are left on the platform, contact the guard on the train and ask them to contact the station manager to ensure the pupil gets on the next train.

#### **3.2 Scenario 2: Pupil or adult does not return when agreed**

- **Policy:**

- Pupils to only venture away from supervision in groups of four as a minimum. The reasoning behind this is that should one person become ill/get injured, one person stays with them and two others return to the base to report.
- **Procedure:**
  - Try to contact the missing person by mobile phone.
  - Question all other members of the group for relevant information and take any action that seems appropriate.
  - If likely location agreed upon, send out search party, preferably of two adults, with an agreed time of return or report back, before further action is required. These people must ensure that they:
    - Have money
    - Have a mobile phone
    - Do not have the group journey tickets
    - Do not have any other paperwork required by the group
  - If the above actions fail, wait one hour from agreed time of return, then contact the police.

### **3.3 Scenario 3: Pupil gets injured, falls ill or is otherwise unable to participate in the trip**

- **Procedure:**
  - Get medical opinion and take a written note of their advice.
  - Ring parent to inform them of the pupil's condition.
  - Contact our insurers AVIVA Assistance on +44 1234 621556. They will advise on whether your situation is covered by the insurance.
  - Ring the school contact/out of hours contact giving them:
    - Information about the travel arrangements.
    - If you have not contacted the parent, the school contact will make the arrangements.
    - Nature, date and time of incident, location of incident, names of casualties and info on their injuries, action taken so far.
  - Ensure that a member of staff accompanies a pupil to hospital - taking relevant medical information, including their Parental Consent form or other proof of the treatment allowed by the parents of that pupil. If a member of staff cannot accompany the casualty, then another adult acceptable to the casualty may accompany them.
  - In the event of a fatality, contact the police and report to them what has happened. Carry out procedures as above and take action as advised by local authorities.
  - Do not respond to any media contacts; refer them to the School Management Team.

### **3.4 Scenario 4: Adult gets injured/falls ill such that they are unable to stay on the trip**

- **Procedure:**
  - Action as above section, except no need to 'contact parents'.
  - Contact our insurers AVIVA Assistance on +44 1234 621556. They will advise on whether your situation is covered by the insurance.

### **3.5 Scenario 5: Group Leader is incapacitated**

- **Procedure:**

- The Deputy Leader will take over responsibilities and assess what other actions to take to ensure the success and safety of the trip.
- If the Trip Leader is expected to be unavailable for a significant length of time, typically a couple of days, then the Deputy Leader should contact the school to arrange for another member of staff to join the trip.
- The school contact shall arrange for the stand-by adult to join the group as soon as is practicable after this fact is known.
- Contact our insurers AVIVA Assistance on +44 1234 621556. They will advise on whether your situation is covered by the insurance.

### **3.6 Scenario 6: Event requiring change of itinerary**

- **Procedure:**

- The Group Leader shall ensure that relevant adults have sufficient accessible credit available, prior to leaving on the trip, to pay for communication, transport and alternative accommodation.
- Contact our insurers AVIVA Assistance on +44 1234 621556. They will advise on whether your situation is covered by the insurance.

### **3.7 Scenario 7: Vehicle accident**

- **Procedure: When in a private or hired vehicle**

- Assess the situation, in particular any possible continuing dangers.
- Then, take steps to protect the uninjured members of the party – this generally means getting the group out of the vehicle and away from the road.
- Get someone qualified in First Aid to attend to any injured people.
- Make a note of the names and addresses of any witnesses and ask them to stay while you ensure the following two tasks are done:
  - The red warning triangle is placed at least 50m back up the road.
  - Contact the emergency services and the school (who will then contact parents).
  - Inform the school as soon as possible, preferably with a copy of a sketch of the incident and notes – you should keep your original notes in case they are needed in court.
- Contact our insurers AVIVA Assistance on +44 1234 621556. They will advise on whether your situation is covered by the insurance.

- **Additional Procedure: When in a private vehicle**

- Do not admit liability or make any statements about the accident.
- If a person is injured, anybody with reasonable grounds is entitled to ask you to:
  - produce your certificate of insurance.
  - give your name and address
  - the name and address of the owner of the vehicle you are driving and its registration number
- If you cannot do the above at the scene you must produce it at a police station within 24 hours, if requested by a police officer.
- Get names and addresses of others involved in the incident, the registration numbers of their vehicles, the make and model, plus their insurance details.
- If they are not the owner of the vehicle, ask who they are.
- Write any information down for later use.

- **Record keeping:**
  - Make a sketch plan of the road/where the vehicles ended up and include:
    - The time and date of the accident.
    - Traffic conditions (e.g. heavy, fast moving).
    - Weather conditions and visibility.
    - Road surface conditions.
    - Signals being given by yourself or anyone else.
    - Details of other vehicles (colour, condition, lights on or off etc.).
    - What was said by other people (including witnesses) and by you.
    - The number of any police officer attending and the police station where they are based.
    - If you have a camera, take shots of the scene and the damage to vehicles.
  - Take any other actions you consider necessary, as the situation demands.
  - **Inform the school as soon as possible, preferably with a copy of your sketch and notes – you should keep your original notes in case they are needed in court.**

## Educational Visits Information for Older Pupils

Trip Leader's mobile: \_\_\_\_\_

Out of school hours contact person & number: \_\_\_\_\_

School phone: 01803 897377

- **If you find yourself left behind (at a station etc.)**
  - Telephone the group leader immediately. If contact cannot be made, go to the ticket office and ask if any message has been left for you.
  - In the absence of agreeing something different with the Trip Leader, you should make arrangements to go to the next agreed destination, where the group will meet you at the ticket office or, if unavailable, the tourist information point.
  - In any case, also leave a written message with the ticket office, where you got left behind, telling them what you are going to do, for example: "Taking the next train to ..... which leaves at .....".
  
- **If you get on the wrong train/bus and are heading off somewhere**
  - Ring the Trip Leader or other member of the group on your mobile phone.
  - In the absence of agreeing something different with a responsible person, get off the train/bus at the next stop and get back to where you went wrong.
  - Then leave a written message with the ticket office saying what you are doing – which should be to take the next train/bus to wherever you should have been going.
  
- **Use the ICE method**
  - All those with mobile phones should use the ICE method: Store the word "ICE" in your mobile's address book and enter the telephone number of the person to contact "In Case of Emergency". This allows rescue services and medical authorities to quickly contact your next of kin. If you want more than one entry, then simply use, "ICE1", "ICE2" etc.
  
- **Other emergency contact details**
  - Additionally, write any other phone numbers and details you may need in the event of an emergency on the back of this sheet.