



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

## EDUCATIONAL VISITS POLICY

<b>Approving Body</b>	Trust
<b>Date of Last Amendment</b>	April 2018
<b>To be Reviewed</b>	March 2021
<b>Statutory (Y/N)</b>	Y
<b>Signed/Authorised</b>	

## **I. INTRODUCTION – PURPOSE AND SCOPE**

1. This policy is designed to:
  - a. Promote a culture of learning beyond the classroom, which adds value to classroom learning and helps to prepare BMAT students for further study and work;
  - b. Ensure that the value of educational visits is evaluated with reference to how they enhance the curriculum, the disruption to classroom learning in other subjects, staff absence and follow-up activities when students return to school.
  - c. Provide practical guidance to encourage BMAT employees to plan appropriate educational visits, and guide them on how to ensure that educational visits proceed without incident (or how to respond appropriately to incidents, if they do occur);
  - d. Reassure parents, carers, students and staff that BMAT takes the safety of its students on educational visits extremely seriously, and is fully aware of concerns arising from incidents involving school children in the last few years.
2. Scope: This policy applies to all off-site visits and adventurous activities carried out with BMAT students, except work experience placements.
3. Guidance – this policy is informed by:
  - a. Relevant guidance from the HSE, in support out-of-school activities, including cultural visits, adventurous activities, residential trips and nature visits;
  - b. 'Planning and Leading Visits and Adventurous Activities' from the Royal Society for the Prevention of Accidents;
  - c. Internal guidance, including the [BMAT Health and Safety Policy](#), the [BMAT First Aid Policy](#), and guidance from the BMAT Educational Visits Administrator.
  - d. Guidance from the Redbridge Local Authority, and the Redbridge Educational Visits Administrator.
  - e. Guidance from the Outdoor Education Advisers' Panel [www.oeapeg.info](http://www.oeapeg.info), the DfE [www.dfe.gov.uk](http://www.dfe.gov.uk) and the Council for Learning Outside the Classroom [www.lotc.org.uk](http://www.lotc.org.uk)
4. Use of [EVOLVE](#) for the efficient planning, management, approval and evaluation of educational visits:

- a. All staff that lead or accompany visits can access their own EVOLVE account, which is set up by the BMAT Educational Visits Administrator (EVA).
- b. As well as being an efficient tool for planning and approving visits, EVOLVE contains features including: search and report facilities, downloadable resources and information, staff records and visit history, gateway access for Parents/Carers, etc.

## **II. ROLES AND RESPONSIBILITIES**

5. As an employer, BMAT is responsible for ensuring the health, safety and welfare of all BMAT employees and those who use their premises. In accordance with the Health and Safety at Work Act 1974, this responsibility extends to BMAT employees working off-site, e.g. on educational visits.
6. BMAT trustees are responsible for ensuring that BMAT implements effective policies and procedures, to ensure the health and safety of all BMAT students and employees, including the procedures set out in this policy.
7. BMAT school principals have overall responsibility for ensuring the health and safety of the students and staff at their school. Within the context of educational visits, this includes checking that the BMAT Educational Visits Administrator ['EVA'] is fulfilling his/her responsibilities, and supporting the EVA in the fulfilment of those responsibilities, where necessary.
8. The HSO is responsible for drafting, reviewing and communicating BMAT's policies on health, safety and first aid, in liaison with BMAT leadership.
9. The Educational Visits Administrator is responsible for the day to day planning, management and review of educational visits. The EVA should be considered the lead authority by members of BMAT staff who wish to plan, or are in the process of planning, an educational visit. The EVA's specific responsibilities are set out in Section III of this policy.
10. Educational visit leaders have lead responsibility for the safe running of the visit, including:
  - a. Liaising with the EVA to ensure that all arrangements have been made appropriately and all documentation signed by themselves and their school principal, before the visit commences;
  - b. Ensuring that all participants are aware of their roles; and

- c. Ensuring that all participants understand all risk aspects and safe ventures for the visit.
11. All members of BMAT staff who accompany students on educational visits are responsible for the health and safety of the students on that visit, just as they would be responsible for students in a classroom. Individual members of staff will have specific responsibilities on educational visits, which they must be clear about prior to the visit taking place. BMAT staff retain overall responsibility for students throughout a visit, even when students are being instructed by a member of a licenced provider's staff.
  12. Volunteers (including parents/carers) assume responsibility for supporting health and safety on educational visits; their status as volunteers does not negate legal responsibility. Volunteers must familiarise themselves with this policy and the policies or guidance referred to therein. Visitors must comply with any request for a DBS check in order to attend a visit, and must comply with the instructions of the visit leader, EVA and other BMAT staff.
  13. Parents/carers are responsible for accurately completing any documentation necessary to authorise their child to take part in an educational visit, by the assigned deadline.
  14. Students (appropriate to their age and abilities) are expected to appreciate the importance of health and safety on educational visits, and may be subject to sanctions for recklessly or intentionally obstructing health and safety on visits, including serious sanctions such as exclusion.

### **III. ORGANISING AN EDUCATIONAL VISIT**

15. To help fulfil the health and safety obligations outlined above, BMAT has appointed an **Educational Visit Administrator (EVA)**.
16. The EVA must be kept up to date with all aspects of educational visits through training; visit leaders must work closely with the EVA in the planning, management and review of educational visits.
17. The EVA has specific responsibilities for ensuring that educational visits are safely and effectively planned, managed and reviewed – including:
  - a. Ensuring that each visit meets BMAT's requirements and obligations;
  - b. The administration of educational visits, including obtaining quotes for planned/requested visits; booking venues, accommodation, travel and insurance; and managing income and expenditure;

- c. Ensuring that risk assessments have been carried out in accordance with H&S guidelines, per the [BMAT Health and Safety Policy](#) and [BMAT Risk Assessment Guidance](#) and supporting guidance from the BMAT HSO.
- d. Keeping appropriate records of individual visits including reports of accidents and 'near misses', and making these available BMAT where requested, as part of its statutory monitoring role as employer (for additional information, see the [BMAT Health and Safety Policy](#) and [BMAT Accident Investigation Guidance](#)).
- e. Obtaining DBS checks prior to any visit, if appropriate (e.g. because a volunteer, parent/carer or other third party will spend time unsupervised with children, as part of an educational visit). School principals must authorise all voluntary helpers.
- f. Ensuring that adequate child protection and first-aid procedures/facilities are in place.
- g. Ensuring that the visit is authorised by the appropriate school principal.
- h. Ensuring that all necessary preparation has been completed before the visit, including signed consent forms from all parents/carers.
- i. Ensuring that training needs have been considered by a competent person (e.g. the BMAT HSO) and that appropriate action has been taken.
- j. Ensuring that the visit leader is suitably experienced and competent to organise the group and understands the nature of the responsibilities.
- k. Ensuring that there is adequate insurance cover for the visit.
- l. Ensuring that supervision ratios on the visit are appropriate.
- m. Checking that travel arrangements are appropriate and that outgoing and return travel times are known.
- n. Maintaining a record of the address and telephone number of the venue and a contact name.
- o. Ensuring that the visit leader, group supervisors and EVA have a copy of appropriate emergency policies and procedures; and a list of the names of all students and adults on the visit, including contact details and parent/carer or next of kin details.
- p. Drafting a contingency plan for any delays or other changes in the itinerary, including a late return home.

- q. Ensuring that this policy is in place for educational visits and off-site visits, and that this is updated as necessary, and readily available to BMAT employees, e.g. via EVOLVE.
- r. Ensuring compliance with the Outdoor Education Advisers' Panel (OEAP) document.
- s. Seeking advice from the LA, or other personnel, where necessary.
- t. Reviewing systems as appropriate.

18. Visit leaders have a duty to support the EVA with the above responsibilities, including but not limited to:

- a. Giving BMAT teaching staff (including staff with pastoral responsibility e.g. form tutors) adequate notice of the visit, so that they can prepare for student absence;
- b. Informing the catering team if students will be away from school at break or lunch time.
- c. Informing parents/carers of educational visits and obtaining their informed signed consent.
- d. Designing plans and contingency plans for visits.
- e. Creating records e.g. of contacts and adults present on the day.
- f. Giving all adults on a visit, including volunteers, a copy of this policy.
- g. Allocating tasks to adults in attendance on educational visits.

19. Ways in which visits may be organised:

- a. Using a commercial travel agent who has experience of organising journeys, to arrange the travel, accommodation and visits. In selecting a travel agent, it is advisable to check for membership of the Association of British Travel Agents (ABTA), which operates a strict code of conduct and whose members have compulsory financial backing;
- b. Using the services of a reputable voluntary body, established to promote school journeys, i.e. the School Journey Association of London or the International Service of the Youth Hostels Association;
- c. Licensed Activity Centres: The Activity Centres (Young Persons Safety) Act 1995 and the Associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed when commercial companies sell them or where local Authorities provide them with or without charge. A licence holder has demonstrated that the Licensing Authority are satisfied that appropriate safety measures have been taken for the provision of the

activity licensed. The visit leader should provide the EVA with evidence that a provider is licensed; and the EVA must keep a record and confirm this with the appropriate BMAT school principal. The presence of a license does not indicate any standard of accommodation or catering. BMAT staff (and approved volunteers) accompanying the activity retain overall responsibility for students throughout the visit, even when the students are being instructed by a member of the provider's staff. The activities that require a licence are:

- i. caving (including explorations of disused mines, cave diving and pot holing);
- ii. climbing on a purpose-built wall or tower;
- iii. trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (more than 30 minutes from the nearest road or refuge) of moorland or mountain country;
- iv. water sports such as canoeing, rafting and sailing undertaken on the sea, in tidal water or where water is more than 100 metres across or known to be turbulent.

20. Non-licensed Activity Centres: LA Guidance for Off-Site Visits and Related Activities with 'EVOLVE' gives detailed advice on assurances which must be obtained from outdoor activity centres before any contract is signed. All correspondence between BMAT and a centre should be kept together with any notes from a preliminary visit, either to the centre, or by a representative of the centre to BMAT. Questions need to be asked which will, if answered, provide assurance that the outdoor activity centre has an effective health and safety management procedure in place, which is being operated correctly:

- i. Have risk assessments been carried out on the relevant activities and what were the results?
- ii. Are the centre's supervising staff competent and do they have the relevant qualifications and has their suitability for this work been checked?
- iii. Is the centre's equipment appropriate and in a safe condition?
- iv. Are operating procedures for each activity in line with guidelines from the relevant national governing body?
- v. Are there safety systems in place and are they properly managed?

- vi. Are there adequate first aid and emergency procedures?
- vii. Are there appropriate security arrangements?
- viii. Does the centre hold appropriate public liability insurance?

21. Using an external provider or tour operator: The decision about the use of an external provider or tour operator is the responsibility of the EVA and the appropriate BMAT school principal. Where appropriate, BMAT will consider the requirements under 'best value'. It is the duty of the visit leader and EVA to seek written assurances from the external provider or tour operator being used, that their provision complies with BMAT and EVOLVE policy. Only when this has been received and approved can the visit proceed. If the provider is unable to comply, then the EVA must seek advice from the BMAT Accounting Officer.

#### **IV. PREPARING FOR AN OFF-SITE VISIT**

22. The importance of full preparation for educational visits, including risk assessments, has been thoroughly endorsed in public inquests and inquiries.

23. For thorough guidance on how to conduct risk assessments, consult the [BMAT Risk Assessment Policy](#).

24. Risk Assessments must be used to identify potential dangers and difficulties, and then set up strategies to avoid these dangers or to keep them at acceptable levels. Knowledge of the students on the visit and the location is required. Those involved in organising the visit should be aware of, and familiar with, the activities and objectives of the off-site visit.

25. Risk assessments are not intended to prevent activities taking place in safe circumstances and a controlled environment. However, the safety of the students is always the paramount consideration; students must never be put in a situation which exposes them to an unacceptable level of risk. Risks should be monitored throughout visits, and where appropriate, activities modified or curtailed to suit changed or changing circumstances. This is the responsibility of all involved in visits, not just visit leaders. On-going risk assessments do not normally need to be recorded until the visit is reviewed.

26. The five major considerations for risk assessment are:

- a. What are the hazards?
- b. Who might be affected by them?
- c. What safety measures need to be in place to reduce risks to an acceptable level?

- d. Can the group leader put the safety measures in place?
- e. What steps can be taken in an emergency?

27. When assessing the risk in relation to a school visit, the following factors are important:

- a. The type of activity and the level at which it is undertaken;
- b. The age, competence, fitness and temperament of the group members;
- c. Any special educational or medical needs of students;
- d. Supervision ratios and the competence, experience and qualification of supervisory staff;
- e. The location, routes and modes of transport;
- f. The time of the day and the time of year;
- g. The hazards of the environment being visited; and
- h. The emergency procedures.

28. A record of the risk assessment must be kept by the visit leader and the EVA.

29. Risk assessments must be approved by the appropriate school principal, before the visit; and the visit must not go ahead if the identified risks cannot be contained.

30. Staffing, Ratios and Supervision: BMAT must ensure that there is an effective supervision level at all times, and that this level of supervision is approved by the EVA and appropriate school principal. The level of supervision for a visit must be based on risk assessment, and will be determined by such factors as:

- a. The type, level and duration of activity;
- b. The nature and requirements of individuals within the group, including those with additional needs;
- c. The experience and competence of staff and other adults;
- d. The venue, time of year and prevailing/predicted conditions;
- e. The likelihood and consequences of any reasonably foreseeable changes (*contingency or 'Plan B' options*).

31. A visit will not go ahead where the visit leader, EVA, or school principal are not satisfied that an appropriate level of supervision exists.

32. Student to staff ratios for educational visits are not prescribed in law; levels of supervision should be determined by those planning the visit, on the basis of risk assessment. As a general guide, the ratio for local visits in normal circumstances might be one member of staff to 15-20 students of age seven and above. Ratios should be adapted to suit circumstances (for example there may be occasions where a ratio of 1:1 is indicated).

33. Employees assigned to support the special needs of an individual will not be included in the overall staffing ratio; their responsibility will not include the wider group.

34. Remote Supervision: Students will be supervised throughout all visits, however, at time they may be unaccompanied by a member of staff or other responsible adult e.g. 'down time'. This is known as 'remote supervision'. Remotely supervised activities can bring purposeful educational benefits, and the progression from dependence to independence is to be encouraged. Employees will ensure that reasonably practicable safety precautions are taken and remote supervision will be based on professional judgement taking into account such factors as:

- a. Prior knowledge of the individuals (including their maturity and levels of responsibility);
- b. Venue and conditions;
- c. The activity taking place;
- d. Preparatory training;
- e. The competence of the supervising staff;
- f. The emergency systems in place.

35. Communication is an important part of preparation. School principals need to know exactly where the location is, what activities and facilities are on offer and how these are to be supervised. The extent of this information depends on the location in question, the age of the students and whether it is a repeat visit. For example, relatively little information is needed for a visit to a museum, whereas more information and assurances are needed about the standards expected from outdoor activity centres.

36. Approval is required from school principals for all visits. School principals will consult the Accounting Officer, where appropriate.

37. Additional approval via EVOLVE is required for overseas, residential or adventurous activity visits

- a. These categories are authorised by BMAT but are approved via EVOLVE.
- b. Employees intending to supervise or instruct an adventurous activity must be specifically approved to do so (scanned copies of relevant qualifications must be provided via EVOLVE).
- c. The visit leader must complete the Visit Form on EVOLVE as usual. EVOLVE will ask for an Activity Leader Form (ALF) to be completed, which

will request further details regarding the proposed venture. The ALF will then be embedded within the Visit Form.

- d. On receipt of a Visit Form (and embedded ALF), the Principal/Headteacher will view the proposed activity in the context of the leader's competencies and qualifications.
- e. Approval will normally be granted where the leader of the activity is appropriately qualified through the relevant National Governing Body, or where their 'Statement of Competence' has been verified in writing by a suitably experienced and qualified technical adviser (normally stipulated by the activity's National Governing Body). In some cases approval may be granted where no qualification is held, but the person concerned is deemed to have a sufficient level of competence in addition to recent relevant experience. Approval may also be subject to certain conditions which the Principal/Headteacher will stipulate on the ALF.
- f. Approval is solely in respect of an employee's authorisation to lead the activity specified. It is not an indication in respect of other aspects of the visit.

38. Approval by the appropriate local governing body is required for residential or overseas visits: They should:

- a. Satisfy themselves that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed;
- b. Ensure that the visit has a specific and stated objective;
- c. Ensure that the visit leader shows how their plans comply with regulations and guidelines; and
- d. Ensure that they are informed about less routine visits well in advance.

39. Approval by the Parents/Carers: Written approval of the parent of each student going on any school visit, of whatever duration, must be obtained. Where a child is the subject of a court order, application has to be made to the court, well in advance of the departure date, for permission to take him/her overseas. Parents/Carers need only be asked to sign one consent form in respect of a series of off-site visits that are part of a particular course or activity. If parental/carer consent is refused, the visit leader must ensure that curriculum work, that was being developed during the visit, is made available in another way to the student, on BMAT premises (refusal of consent does not entitle students to be absent).

40. As well as providing the parents/carers' written consent, the consent form can be used to collect details from Parents/Carers about other relevant information the visit leader/EVA should collect, including:

- a. Any allergies, illnesses or medical conditions;
- b. GP details;
- c. Dietary requirements;
- d. Contact details for Parents/Carers during the day;
- e. Information for particular activities, e.g. if the visit includes physical activities, parents/carers should be asked to state whether there are any in which the child cannot participate.

41. The amount of information that parents/carers will need to receive will depend on the nature of the activity. Parents/carers need to have full information particularly where journeys abroad, extended residential journeys in this country or outdoors or adventure activities are concerned, which should include:

- a. The dates and times of departure and return;
- b. The destination, with full address and telephone numbers;
- c. The name of the travel/coach company; method of travel;
- d. Details of the anticipated activities and arrangements for supervision generally and during specific activities, including details of qualifications held by supervisory staff;
- e. The composition of the party (age, range and sex);
- f. Details of the visit leader and other supervisory staff;
- g. The cost and what it covers, together with details of the deposit, including the date after which the deposit cannot be returned, if cancelling;
- h. Details of pocket money;
- i. What insurance cover is provided, what optional extra insurance is suggested;
- j. A checklist of clothing and equipment;
- k. The inoculations necessary;
- l. Whether the children in the group have health problems or special needs;
- m. The rules; and
- a. Written parental consent to any necessary medical treatment, when taking students under 16 abroad.
- n. Contact numbers in relation to emergencies.

42. Students with disabilities or special educational needs: BMAT will not discriminate against disabled participants because of their disability, without material or substantial justification, and will make reasonable adjustments to avoid participants being placed at a substantial disadvantage. BMAT will not put employees or participants at inappropriate risk if a health and safety issue arises and although adjustments to include a disabled young person will be made this should not impinge unduly on the planned purpose of the activity. The benefits of educational visits should be available to students with disabilities or special educational needs, but their needs must be considered when planning and during the visit, by the visit leader and EVA.

- b. When deciding staff ratios;
- c. Whether there are any special skills required of the adults to supervise or care for the students;
- d. Particularly with a residential visit, students with SEN may not have spent time away from home before and discussions with Parents/Carers may help to relieve some of the anxiety which is likely to be felt;
- e. The visit leader may need to seek parental approval for emergency medical treatment during the time of the visit.

43. Preparing students. DfE advice on Health and Safety of Pupils on Educational Visits emphasises the importance of preparing students for educational visits, to minimise risk. Students should understand:

- a. The aims and objectives of the visit;
- b. Information about the place where the visit is to be centred – this information may need to include maps and plans;
- c. Other relevant local information – about trips abroad, this will include key foreign words and details about foreign customs and cultures that the students will experience;
- d. The standard of behaviour that is expected of them, what the rules are and why they must be followed, including no smoking or consumption of alcohol;
- e. Key safety information – this will include safety rules and safety precautions and why they must be followed; there may be some activities which are not allowed or some areas which must be out of bounds; the students should also know what the emergency procedures are and how to get help if needed; and

- f. Personal safety – the students should know what to do if they become separated from the others or if they are approached by a stranger.

44. Transport Requirements:

- a. Only reputable hire companies may be used. Seat belts must be provided and used by all students and staff. Drivers have no responsibility for student conduct; BMAT must provide sufficient supervisory staff.
- b. Where a BMAT minibus is being used, the requirements of the Trust policy should be closely adhered to. Drivers must be insured and must have current authorisation to drive such vehicles.
- c. When public transport is used, close supervision of students must be ensured. Students should be prepared in advance concerning expectations of their behaviour.
- d. Caution should be exercised over the use of private cars, and school principal approval is required; all requirements need to be confirmed (MOT, driving license, insurance). Teachers must ensure that they have appropriate insurance cover for conveying students during the course of their professional duties.

**V. FINANCIAL AND INSURANCE ARRANGEMENTS**

45. The EVA and visit leaders are accountable to Finance and their school principal for effectively managing the finances for educational visits. The following information has been extracted from the Charging and Remissions section of the [BMAT Finance Policy](#).

46. BMAT operates a cashless payment system for all chargeable services: All students are set up with a Parent Pay account upon admission which can be topped up online and at local Pay Points to contribute towards school meals, trips, music lessons and exam fees.

47. There is no charge for:

- a. Transport during school hours to school-organised activities;
- b. Education provided on any visit that takes place during school hours; and
- c. Non-residential activities that take place outside school hours when they are part of the set curriculum or part of the syllabus for a public exam that the pupil is being prepared for by the Trust.

48. BMAT may charge for:

- a. Optional extras that are not part of the national curriculum;

- b. Transport outside school hours and/or to a location where the school or LGB has not arranged for the pupil to be educated; Note that BMAT does not charge students in any way for transport via school minibus.
- c. Residential activities outside school hours;
- d. Board/lodging on residential visits; and
- e. A 5% admin charge for arranging these activities.

49. Determining Cost:

- a. The School Principal will decide when and how much it is necessary to charge for optional extras, on advice from Finance.
- b. The level of charge will not exceed the actual cost of providing the activity per pupil and no parent will be asked to subsidise others.
- c. Charges will be communicated to students and parents/carers as far as possible in advance of the event/activity.
- d. Charges may cover the cost of providing non-teaching staff or engaging teaching staff specifically to provide the optional extra.
- e. Parents who can prove that they are in receipt of certain benefits may be exempt from being charged for residential/boarding costs.

50. Remissions, concessions and inability or unwillingness to pay. The Trust, under the authority of the School Principal, will give confidential consideration to the remission of charges to students whose parents are unable or unwilling to pay; and to parents or carers in receipt of the following benefits, which entitle their children to free school meals and free music/vocal tuition within school hours:

- a. Income Support.
- b. Income based Job-seekers Allowance.
- c. Child Tax Credit (where the person is not receiving Working Tax Credit as well).
- d. Support under part VI of the Immigration and Asylum Act 1999.
- e. Guaranteed Element of State Pension Credit.
- f. Income related employment and support allowance.
- g. Children in care are also entitled to free vocal/instrumental tuition.

51. Voluntary Contributions: The Trust may ask for voluntary contributions for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents. If the activity is cancelled all monies paid will be returned to

parents. There is no obligation for a parent or carer to make any contribution and the Trust will in no way pressure parents to make a contribution.

#### 52. Insurance

- a. When a visit is undertaken as a part of the normal curriculum, even though it is conducted off site, standard insurance arrangements will prevail. However, if a visit includes time out of normal school hours, there may be a requirement for additional insurance cover.
- b. Insurance must be taken out for all visits abroad, high-risk activities and overnight stays at home and abroad. In addition, the NHS (European Health Insurance Card) EHIC should be obtained and completed for ALL visits abroad for all participants.
- c. The EVA will always check to ensure that appropriate insurance cover is provided before a visit is undertaken. There are many types of insurance that it might be necessary to acquire, depending on the type of activity to be undertaken (e.g. public liability, employer's liability, personal accident cover, medical treatment cover, specialised activity cover, equipment cover).
- d. School journey insurance may be arranged through a reputable insurance company. When a tour operator is used, the type and extent of the insurance provided must be ascertained. School journey insurance should provide for medical and associated expenses, personal accident, cancellation/curtailment and personal effects and money.

### **VI. FIRST AID AND EMERGENCY PROCEDURES, DURING AN EDUCATIONAL VISIT**

#### 53. First aid:

- a. At least one responsible adult, with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc), should be present on each educational visit.
- b. In the absence of this it should be decided how first aid will be administered especially in circumstances where it is likely that access by the emergency services may be delayed.
- c. The visit leader or EVA should make a professional judgement regarding the level of first aid required. A first-aid kit, appropriate to the visit, must be carried during the course of the off-site activity.

54. Emergency procedures as an essential part of planning a school visit. All staff involved in an educational visit must be informed of the appropriate procedures by

the visit leader and/or EVA. The visit leader will normally take charge in an emergency and follow the procedures set out in the [BMAT First-Aid Policy and Procedure](#), the [BMAT Accident Reporting and Investigation Guidance](#), the overarching [BMAT Health and Safety Policy](#), and other appropriate guidance. The main considerations in emergencies are to:

- a. Establish the nature and extent of the emergency as quickly as possible;
- b. Ensure the safety of all groups;
- c. Identify any casualties and get them immediate medical attention;
- d. Ensure that any casualties taken to hospital are accompanied by a teacher and that the rest of the group are adequately supervised and kept together;
- e. Ensure that emergency procedures are being followed by the group;
- f. Notify the police if necessary;
- g. Inform the Trust contact; the information given should include details of the incident, where it occurred and the date and time, details of the person(s) concerned, any injuries and action taken so far.

55. In the event of an emergency, the visit leader or a delegated member of BMAT staff must contact parents/carers and update them as things progress.

56. The visit leader must comply with the requirements of the accident investigation and reporting procedure(s), as set out in the [BMAT Health and Safety Policy](#) and the [BMAT Accident Investigation Guidance](#). Should there be a need to investigate an incident or accident that has occurred during the course of an off-site visit, the way in which the BMAT policy has been undertaken will form a substantial part of the evidence used to determine culpability.

57. Media attention in the event of an emergency must only be responded to on advice from the BMAT accounting. On no account should the name of any injured person or the name of any of the participants be released to the press.