



**DARWEN  
VALE**

An Aldridge Community Academy 

# **Educational Visits Policy**

Updated:  
Review Date:  
Responsibility

June 2023  
June 2025  
A Bradley

# Contents

1. [Importance of Educational Visits](#)
2. [Purpose, status and remit](#)
3. [EVOLVE](#)
4. [Roles and responsibilities](#)
  - 4.1 [Visit Leader](#)
  - 4.2 [Educational Visits Coordinator \(EVC\)](#)
  - 4.3 [The Head Teacher/Senior Manager](#)
  - 4.4 [The Governors/Management Board](#)
5. [Staff competence](#)
6. [Types of visits](#)
7. [Visit planning and approval](#)
8. [Planning a visit – the Visit Leader’s “to do” list](#)
9. [Parental consent](#)
10. [Risk management](#)
11. [Monitoring](#)
12. [EV3 – Establishment self-assessment form/compliance checklist](#)
13. [Induction, training, apprenticeship, succession planning](#)
14. [Assessing venues and external providers](#)
15. [Volunteers](#)
16. [Emergency procedures](#)
17. [Behaviour](#)
18. [Inclusion](#)
19. [Insurance](#)
20. [Finance](#)
21. [Transport](#)
22. [First aid arrangements](#)

## 1. Importance of Educational Visits

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes *Darwen Vale High School* a supportive and effective learning environment.

Supporting Educational visits and Adventurous Activities across the curriculum at *Darwen Vale High School* is a key driver in engaging, inspiring and enthusing young people, enabling learning and development through real life experiences and helping all our young people to realise their potential *Darwen Vale High School* remains committed to promoting such experiences and recognises the impact and value they can have on children and young people's learning and development.

## 2. Purpose, Status & Remit

This document outlines *Darwen Vale High Schools* policy and procedures for educational visits.

Any visit that leaves the school grounds, and any taking place on the school grounds facilitated by a third party, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.

All staff are required to plan and execute visits in line with this policy, which follows the BWDBC Educational Visits Guidance [BwDBC Educational visits guidance v2.5 23 November 2022](#) underpinned by the Outdoor Education Advisors' Panel National Guidance ([OEAP NG](#)). Staff are particularly directed to be familiar with the roles and responsibilities of key staff (see Section 4 of the guidance).

**This policy must be approved by Governors and should be reviewed on an annual basis or when required in response to any incident or lessons learned.**

## 3. EVOLVE

EVOLVE ([www.blackburnvisits.org](http://www.blackburnvisits.org)) is the web based planning, notification, approval, monitoring and communication system, used by BwDBC.

All staff leading or accompanying visits should have an EVOLVE login giving access to the BwDBC EVOLVE website. Staff requiring a login should see the EVC (Educational Visits Coordinator) who is able to set up logins for staff.

Staff should see the section in this document named 'Types of Visits' for details of what needs to be recorded on EVOLVE.

All relevant BwDBC guidance is available on EVOLVE.

## 4. Roles and Responsibilities

### 4.1 Visit Leader

Visit Leaders are responsible for the planning of visits but should involve both accompanying staff and the students in this process.

Staff must not sign any contracts; enter into any agreements; pay any money or deposits; or advertise visits with students / young people until outline permission has been obtained from their SLT line manager after approval by the schools SLT.

Staff must make appropriate checks of any third party providers.

Visit Leaders should refer to:

- Section 4.1 of the BWDBC Educational Visits Guidance and familiarise themselves with the [OEAP NG documents](#) listed there which are relevant to their role;
- The [Visit Leader Checklist from OEAP NG](#).

### 4.2 Educational Visits Coordinator (EVC)

The EVC is Andrew Bradley, supported by Cathy Kenyon as EVC admin

Date of the last EVC training course attended: 12/01/2023

(This should be within the last 3 years - the EVC should attend a full BwDBC EVC training day, and thereafter at least once every 3 years.)

The EVC will support and challenge colleagues over visits. They are the first point of contact for advice on visit related matters. The EVC will check final visit plans and risk assessments before submitting them to the head/senior manager for approval (delegated responsibility to the EVC).

The EVC should refer to:

- Section 3 of the BWDBC Educational Visits Guidance and familiarise themselves with [the OEAP NG documents](#) listed there which are relevant to their role;
- The [EVC Checklist from OEAP NG](#).

### 4.3 The Head Teacher/Senior Manager

The Principal has responsibility for all trips.

The Principal has delegated the responsibility for monitoring and final approval of all visits.

The Principal should refer to:

- Section 4.3 of the and familiarise themselves with the [OEAP NG documents](#) listed there which are relevant to their role;
- The [Head or Manager Checklist from OEAP NG](#).

## 4.4 The Governors/ Management Board

The Governors will be informed of Level 1 and Level 2 visits on a termly basis. They will be informed of all Level 3 visits prior to them taking place. Visits are included on the agenda of Governor meetings allowing Governors to fulfil their role as 'critical friend' in the scrutiny of all visits and in particular Level 3 visits.

Governors will review and approve this policy on an annual basis or when required in response to an incident, and will maintain an overview and monitoring role to ensure that all visits are carried out in accordance with this establishment policy and the BWDBC Educational Visits Guidance.

The Governors should refer to:

- Section 4.4 of the BWDBC Educational Visits Guidance;
- The [Management Board and Governor Checklist from OEAP NG](#);
- The Member of a Management Board or Governing Body – [responsibilities OEAP National Guidance](#)

## 5. Staff Competence

We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role;
- Supervision by Senior staff of more complex visits where appropriate;
- Regular CPD for all staff involved with visits, including: risk management, emergency procedures, visit leader training, group management, first aid;

In deciding whether any member of staff is competent to be a visit leader The Principal will take into account the following factors:

- Level of relevant experience;
- Any relevant training undertaken, including any relevant qualifications such as for hill walking. These should be scanned and loaded onto the member of staff's profile on EVOLVE;
- The emotional and leadership ability of any prospective visit leader to make on-going risk management judgements and take charge of any emergencies that may arise;
- Knowledge of the children, the venue and the activities to be undertaken.

Accompanying staff should have clearly defined roles, be involved in the planning process and be competent to carry out their assigned role.

## 6 Types of visits

There are three types of visits:

- Level 1
- Level 2
- Level 3

See the table below in section 7 for further details.

## 7 Visit planning and Approval

Table 1	Definition of visit	Do these visits need to be recorded on EVOLVE?	Approval process
Level 1	<b>Local, routine, low risk</b> (Please see the Level 2 definition to help clarify. If in doubt then count it as a Level 2)	<ul style="list-style-type: none"> <li>• Visit should be recorded on Evolve</li> <li>• <b>EV1 Form</b> (or similar)</li> <li>• One-off 'whole time at establishment consent' (or at least annual consent)</li> <li>• Standard Operating Procedures or visit specific risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MUST BE SUBMITTED 7 DAYS BEFORE THE VISIT</b></li> <li>• Although all visits should be part of a planned programme it is recognised that some visits may need to take place at short notice, alternatively blanket approval may be appropriate for certain types of visits – please see the EVC for further details</li> <li>• Provisional agreement should be obtained from the SLT line manager before any commitment is made</li> <li>• EV1 Form (one page Visit Form for Level 1 Visits, Annex 1) completed by Visit Leader and submitted to EVC with all planning documentation (or alternatively complete visit form on EVOLVE - in accordance with school policy)</li> <li>• Checked and submitted by EVC</li> <li>• Approved by Head/Manager (delegated approval from LA)</li> </ul>
Level 2	<b>Visits further afield</b> (Any visit involving travel outside Blackburn with Darwen) <b>Or</b> <b>Local visits of a more complex nature</b> (eg large scale sponsored walk; night time theatre visit; involvement in a large scale public event/gathering)	Yes	<ul style="list-style-type: none"> <li>• <b>MUST BE SUBMITTED 14 DAYS BEFORE THE VISIT</b></li> <li>• Provisional agreement should be obtained from the SLT line manager before any commitment is made – You may wish to use the <b>Annex 1</b></li> <li>• Visit Form completed on EVOLVE by Visit Leader</li> <li>• All planning documentation must be attached to the Visit Form on EVOLVE (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info)</li> <li>• Checked and submitted by EVC</li> <li>• Approved by The Principal (delegated approval from LA)</li> </ul>

Level 3	Overseas Residential Adventurous	Yes	<ul style="list-style-type: none"> <li>• <b>MUST BE SUBMITTED 6 WEEKS BEFORE THE VISIT</b></li> <li>• Provisional agreement should be obtained from the Senior Leadership Team before any commitment is made – You may wish to use the Annex 1</li> <li>• Visit Form completed on EVOLVE by Visit Leader</li> <li>• All planning documentation must be attached to the Visit Form on EVOLVE (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info)</li> <li>• Checked and submitted by EVC</li> <li>• Authorised by EVC delegated by The Principal</li> <li>• Approved by Local Authority</li> </ul>
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## 8 Planning a visit – the visit leader’s “to do” list

Things to do		
All visits		
1	Obtain provisional agreement from The Senior Leadership Team before any commitment is made	
2	Funding arrangements and <a href="#">charging</a> policy agreed	
3	Pre-visit carried out where practicable	
4	Clear learning outcomes linked into the curriculum	
5	Planned activities are appropriate to the needs of the group	
6	Activities will maximise the benefits to the pupils while managing significant risks	
7	Effective supervision is in place i.e. the visit is appropriately staffed	
8	There is a designated deputy leader	
9	This visit complies with the safeguarding policy	
10	This visit has been recorded on an EV1 form uploaded to EVOLVE	
11	A visit specific risk assessment /Standard Operating Procedures (SOPs) are in place	
12	The risk assessment/SOPs are attached to the visit form (on EVOLVE)	
13	All staff on the visit have been involved in writing the risk assessment where possible	
14	Pupils have been involved in the planning and risk assessment process where possible	
15	Parents have been kept fully informed	
16	Appropriate consent is in place - specific consent for visits with a higher degree of risk or which extend beyond the school day	
17	Visit has been planned and executed in accordance with BWDBC Educational Visits Guidance	
18	Accompanying adults/providers/students have been briefed about their roles and responsibilities	
19	Accompanying adults/providers/students have been briefed about what to do in an emergency	
20	Accompanying adults/providers have been briefed about the needs of individual students	
21	Base contact has been fully briefed and has access to all relevant documentation	
22	Suitable checks on external providers have been made	
23	Reference to the appropriate <a href="#">Visit Leader Checklist</a> on OEAP NG has been made	
Level 2 & 3 visits		
24	Entered and approved on EVOLVE	
25	Specific parental <a href="#">consent</a> gained	
26	Itinerary Visit attached to visit form on EVOLVE	
27	Visit specific attached to visit form on EVOLVE	
28	Information provided to parents/students attached to visit form on EVOLVE	
29	Parents meeting presentation attached to visit form on EVOLVE (if applicable)	
30	EV4 and public liability insurance if an external provider does not have the CLOtC Quality Badge	
Required for all visits		
31	Visit leader holds the following:	
	• List of all adults and students on the visit	
	• EV7 Emergency procedures card (including 24hr contact where appropriate)	
	• First aid kit	
	• Mobile phone	
32	Base contact holds the following:	
	• List of all adults and pupils on the visit	
	• EV7, EV8a & EV8b Emergency procedures cards including visit leader contact details	
	• Any other relevant information e.g. medication, parents contact details, staff next of kin	
	• 24/7 access to all visit details and documentation	



## 9 Parental Consent

Staff must ensure that appropriate consent is in place:

- Specific consent for all visits (Level 1, Level 2 & Level 3) both in and out of borough and for visits that extend beyond the school day.

## 10 Risk Management

**A visit specific risk assessment or, for level 1 visits, Standard Operating Procedures, must be implemented by staff for all visits and attached to the visit form (EV1 on EVOLVE).**

### Level 1 Visits

It is expected that routine, low risk visits (Level 1 visits) will be managed using Standard Operating Procedures (SOPs).

Where additional factors apply such as a group with unusually challenging behaviour; extreme weather; an inexperienced leader; then a visit specific risk assessment may be required to cover any additional issues.

### Level 2 & Level 3 Visits

For Level 2 and Level 3 (more complex) visits, a visit specific risk assessment must be carried out using the STAGED model as outlined below.

Please note any additional risk assessment must be attached to the EVOLVE visit form, for monitoring by the EVC and The Principal before approval can be given.

### On-going (dynamic) risk assessments

This is what the staff do on a visit to keep the group safe – ‘*active risk management*’. It involves continuously assessing situations as they unfold and adjusting your response to effectively manage any issues/risks that may arise. This is not a written risk assessment.

All staff are responsible for carrying out effective on-going risk assessments based on competence, experience and common sense. Staff teams must be suitably competent and experienced so that they are able to effectively manage any situations they are likely to encounter on the visit.

### What to consider when carrying out an Off-site visit risk assessment

When considering whether there are any significant risks that need managing it is recommended that staff use the following model:

#### STAGED:

Staffing	(Including competence, experience, ratios, effective supervision etc.)
Timings	(Travel & Timings, itinerary, downtime etc.)
Activities	(Programme, activities to be undertaken. Who will lead? Adventurous? Etc.)
Group	(Additional needs: learning, behaviour, disabilities, medical, nature of the cohort etc.)
Environment	(Venue, accommodation, weather, water levels, crowds, other users, culture etc.)
Distance from base	(Support systems, particularly for residential visits and visits abroad)

### Procedures for risk management:

1. Any significant risks must be recorded on an **visit specific risk assessment** (EV5 Form)
2. When completing the risk assessment/ planning the staff should ask the following question:  
***What are the really important things we need to do keep the group safe?***
3. The **On-going (dynamic Risk Assessment)** is really important – this is what the staff do during the visit to keep the group safe (see the Ongoing risk assessment section above)
4. All staff have a responsibility to review risk assessments after every visit.
5. All staff going on the visit should be involved in the planning process, which should include the checking and writing of any risk assessments. The visit leader should take the lead with the planning but as a rule should not complete risk assessments on their own. Ideally, risk assessments will be the product of discussions between the staff team.
6. Young people should be included in the risk assessment process where appropriate. This can help them learn how to managing risk for themselves.
7. All staff, volunteers and young people must be briefed appropriately regarding the risk assessments prior to departure.
8. Staff only need to record **significant risks**. Risk assessments should be proportionate, simple and easy to use.
9. Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. Visit Leaders should ask for copies of providers' risk assessments. However, a visit specific risk assessment needs to be completed by the trip leader as explained above. It is also appropriate to ask for any information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

## 11 Monitoring

The role of monitoring is shared between the EVC, The Principal, the staff and the Governors. The checking and approval process is a very important part of monitoring and is shared between the EVC, The Principal and Governors.

Field monitoring is also recognised as important. Staff are encouraged to peer monitor and give feedback to colleagues. In addition, the EVC, The Principal or other experienced senior staff should carry out monitoring visits from time to time in order to support staff and encourage good practice.

Any such monitoring should be intelligently targeted to support staff where appropriate and to identify and share good practice.

## 12 EV3 – Establishment Self-Assessment Form/ Compliance Checklist

The [EV3 Form](#) will be completed annually by the EVC and The Principal and will be overseen by the Governors. A copy will be provided to the Governors.

An electronic copy of the completed EV3 Form will be emailed to the Education Consultant (Learning Outside the Classroom [julie.hemmingway@blackburn.gov.uk](mailto:julie.hemmingway@blackburn.gov.uk) ).

Any action points raised by the EV3 Form should form the basis of an action plan and training programme for the coming year. This process can help to fulfil the school's Health & Safety requirements and can help to inform any inspection regime e.g. Ofsted.

## 13 Induction, training, apprenticeship, succession planning

The EVC must attend a full BwDBC EVC training day, and thereafter attend EVC training at least once every 3 years.

New staff are trained by the EVC so that they are familiar with the procedures for Off-site Visits as part of their induction. This is included and recorded as part of their induction programme.

All staff should undergo regular training in relation to Educational Visits. This could be on an annual basis and should be at least every 3 years or when significant changes are implemented. The training could be led by the EVC and Head/Manager or contact [julie.hemmingway@blackburn.gov.uk](mailto:julie.hemmingway@blackburn.gov.uk) for OEAP Visit Leader training.

An apprenticeship model should be used so that inexperienced staff can shadow experienced and competent visit leaders until they are ready to lead visits themselves. This model also allows for effective succession planning.

Training records are kept by the EVC.

Records of any relevant staff qualifications (e.g. Mountain Leader Award or First Aid qualification) including a scanned copy of the certificate should be saved on the member of staff's profile on EVOLVE. (See Section 16: [BwDBC Requirements for Off-site Visits and Adventurous Activities](#)).

## 14 Assessing venues and external providers

**To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:**

- a) The Provider holds an LOTC Quality Badge [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

**or**

- b) An **EV4 Provider Form** has been satisfactorily completed by the provider, and they have provided a copy of their public liability insurance.

Note: If a Provider holds an **AALA licence** (and/or any other accreditation) but **not** an LOTC Quality Badge, then an **EV4 Provider Form is still required**.

Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. It is appropriate, to ask for any information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

## 15 Volunteers

Volunteers will require a Criminal Record Check if they are involved in a regulated activity. Staff should discuss this with the EVC and the 'Designated Safeguarding Lead' (DSL) to establish if a check is required. Criminal Record Checks are now carried out by the DBS (Disclosure and Barring service).

Volunteers should be inducted/briefed and assessed as competent to carry out their assigned role. They will also require supervision by staff.

## 16 Emergency Procedures

The BwDBC Emergency procedures for visits can be found on the home page of the [BwDBC EVOLVE website](#) (select the Emergencies link on the red band).

In the event of an incident staff must use the EV7, EV8a and EV8b – by doing so staff will be led through the correct procedure.

Both the visit leader and the base contact should have 24/7 access to all the details of the visit, including medical and next of kin information for both the staff and the young people.

The visits emergency procedures should key into the school's emergency planning.

Where there has been an incident/accident/near miss on a visit, staff should complete the Health and Safety incident reporting form and attach it to the visit form on EVOLVE.

## 17 Behaviour

Young people will be expected to follow a code of conduct while on Educational Visits. Where possible the young people will be involved in setting them up so that they can retain some ownership. On occasions parents may be asked to sign the code of conduct as well.

Careful thought will be required to determine how mobile phones and other electronic devices will be managed.

In the event of poor behaviour, the school will reserve the right to use its Behaviour Policy when sanctioning individuals

## 18 Inclusion

The school ethos supports inclusions in all areas of school including visits. We encourage integration through participation with peers.

All visits must comply with the Equality Act 2012.

Staff must plan early to overcome any inclusion issues. Reasonable adjustments must be made to accommodate any young person with disabilities as long as the adjustments don't unduly impinge on the rest of the group.

Expectations of staff must be reasonable, so that what is required of them is within their competence and is reasonable.

Staff should discuss any issues with the EVC, the SENCO and where appropriate the BwDBC Inclusion Support Team. The views of the young person and the parent/carers should be included in the discussion.

## 19 Insurance

The school's insurance policy is through The Department for Education Risk Protection Arrangement (RPA membership, including Overseas Travel. Membership Number/ URN: 141321. Detail of this are displayed in our Reception Area.

## 20 Finance

There must be clear procedures for staff to follow including:

- initial approval of financial plans/ costings
- Requirements for accounting, banking and reporting
- How much contingency to build in and what to do with any excess after the visit
- Management of 'voluntary contributions'/ what to do if you don't get enough money in to break even?
- Any arrangements in place for young people unable to afford a visit

## 21 Transport

The school follows Aldridge Education transport advice, The school adheres to its own minibus policy when using its own transportation.

## 22 First Aid arrangements

Each level 2/3 visit should have a minimum of 1 first aid trained member of staff.

## EV1 Form - Visit Form (Level 1 visits)

### Annex 1

**BwDBC recommends use of this form to record details of all Level 1 visits unless all visits are recorded on EVOLVE.**

Date:	Departure time:	Return time:
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Venue:	Activities:	External Provider? Y / N If Yes please give details:   <div style="display: flex; justify-content: space-between;"> <span>LOtC Quality Badge?</span> <span>Y / N</span> </div> <div style="display: flex; justify-content: space-between;"> <span>EV4 Form required?</span> <span>Y / N</span> </div>
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Visit Leader:	Contact number while on visit (mobile):
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Other adults on the visit	
Establishment staff:	Volunteers/Other (if other please give details):

Group/Class:	Number of young people on visit:
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	Visit Leader (Please tick)	EVC (Please tick)
Group list of actual attendees will be carried by the visit leader. A copy will also be left with the emergency contact at the establishment.		
Appropriate risk management systems/risk assessments in place. <small>(Any additional issues NOT covered by the establishment's generic risk assessment have been recorded and attached to this form.)</small>		
Appropriate First Aid provision is in place.		
All staff/volunteers/young people have been/will be briefed prior to the visit taking place.		
EV7, First Aid kit and mobile phone will be taken on the visit		
EV8a in place with the emergency contact at the establishment		

\*In signing this form I confirm that:

*The planning and risk management for the visit has been checked and approved in accordance with the 'BwDBC Requirements for Off-site Visits & Adventurous Activities', including adherence to the EVC and Visit Leader Checklists. The Establishment Off-site Visits Policy has been complied with and the visit leader has received appropriate training/induction.*

Please sign:		
Visit Leader:	*EVC:	*Headteacher/Senior Manager:

This form should be retained by the EVC on file at school, together with all other documentation relating to the visit.

## EV2 Form - Visit Form (Level 1 visits)

### Annex 2

BwDBC recommends use of this form (or the EV1 Form) to record details of all Level 1 visits unless all visits are recorded on EVOLVE.

This section to be completed by the Visit Leader									
Date and time of visit	22.3 Destination	22.4 Activities	Visit Leader (listed first) Accompanying staff Other adults (please *)	Age range or School Year	Number of children & young people	22.5 Risk assessment  <div style="font-size: 0.8em; color: #4F81BD;">  &amp; EV7<sup>1</sup> in place and shared with staff/adults (Y/N)                 </div>	External Provider? Y/N (Please give details and ensure that LOTC Quality Badge or EV4 Form is in place.)		

1 - EV7, First Aid kit and mobile phone must be taken on every visit.

2 - In signing the above I confirm that:

*The planning and risk management for the visit has been checked and approved in accordance with the 'BwDBC Requirements for Off-site Visits & Adventurous Activities', including adherence to the EVC and Visit Leader Checklists . The Establishment Off-site Visits Policy has been complied with and the visit leader has received appropriate training/induction.*

This form should be retained by the EVC on file at school, together with all other documentation relating to the visit(s).

## Annex 3

### Off-site Visits Establishment Self-assessment Form & Compliance Checklist EV 3

Establishment/service: \_\_\_\_\_

Head/Manager: \_\_\_\_\_

	EVC(s)	Date of last EVC training
1 (Lead)		
2		
3		

(If date of last EVC training is more than 3 years old then please book on the next EVC Update course. EVC updates are due every 3 years.)

The EVC(s) and the Head/Manager of the establishment should complete this form together.

	Requirement	Achieved (✓)	Areas for development (✓)
1	Key staff are familiar with, and work to, the 'BwDBC Educational Visits Guidance'.		
2	There is an establishment Visits Policy covering all Off-site Visits which has been uploaded on to EVOLVE.		
3	The policy identifies the roles and responsibilities of the Governors/Management Board, the Head/Manager, the EVC and the Visit Leader.		
4	Procedures are in place to ensure there is formal and specific approval for all visits.		
5	The EVC maintains records of all visits. All Level 2 & Level 3 visits are recorded on EVOLVE.		
6	There is no duplication of paper work for Visit Leaders (e.g. duplicate paper copies are not required for Level 2 & Level 3 visits recorded on EVOLVE).		
7	Induction and staff development procedures for visits are in place with staff training/updates available on a regular basis (e.g. annually). Staff training needs are identified.		
8	Guidance is readily available to all staff - with training/support available to ensure they understand it.		
9	All staff involved in visits have their own login for EVOLVE and have received training or can access support on how to use EVOLVE.		
10	The visit leader is responsible for visit planning in the same way that they would plan a lesson/session. Learning objectives are identified against which the visit can be evaluated.		
11	All staff/helpers involved in off-site visits are competent in relation to their allotted roles. Any staff leading adventurous activities are approved by the LA via EVOLVE and have all relevant qualifications (original certificates) verified by the EVC or Head with a copy uploaded and recorded on their staff profile on EVOLVE.		
12	There are appropriate risk management procedures in place for all visits.		



13	The establishment has a generic risk assessment/standard operating procedure that covers the common elements of all off-site visits. It is included in the establishment policy which has been uploaded on to EVOLVE.		
14	Level 1 visits, where appropriate, are managed with generic risk assessments and 'blanket' consent in order to reduce bureaucracy, with procedures being simple, quick and easy to use.		
15	Visit planning is proportionate to the complexity of the visit.		
16	Where an external provider doesn't have a Learning Outside the Classroom Quality Badge, relevant information is obtained using the EV4 Provider Form.		
17	The establishment has emergency procedures in place that link into the BwDBC Emergency Procedures for Off-site Visits with staff using the EV7 & EV8a for all visits.		
18	The following areas: Child protection/vetting/CRB; Insurance; Transport arrangements; Medical; First Aid; Individual needs; Inclusion are all managed effectively.		
19	Policy and practice is monitored and reviewed appropriately.		
20	Accidents, incidents and near misses are reported, recorded, reviewed and any findings shared to identify learning points.		

Enter any 'Areas for Development' you have identified in the Action Plan below.

Number	Action Required	Person responsible	To be completed by (date)

Training need identified	People in need of training	To be completed by (date)

The EVC should retain one copy of this form as part of the establishment's records for monitoring purposes.

Governors should be given a copy of the form to enable them to fulfil their health and safety responsibility.

**Please return a copy to:** Julie Hemingway, Education Risk Co-ordinator  
[julie.hemingway@blackburn.gov.uk](mailto:julie.hemingway@blackburn.gov.uk) 01254 585797

Signed (Headteacher/Senior Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Governors'/Management Board representative): \_\_\_\_\_ Date: \_\_\_\_\_

## Annex 4



## EV4 Provider Statement

### Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at: [lotcqualitybadge.org.uk](http://lotcqualitybadge.org.uk).
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC)

### Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2, **sign by hand** and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at [oeapng.info](http://oeapng.info) see especially document [4.4h "Using External Providers and Facilities"](#).

### PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

## PART 2: To be completed by the provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add \* to your response, and give the information in the space provided at the foot of the form. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A To be completed for all types of visit		
1. Learning Outside the Classroom Quality Badge		
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?	
2. Data Protection		
2.1	Do you comply with the Data Protection Act 2018 and GDPR?	
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?	
3. Waivers / Disclaimers		
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?	

SECTION B To be completed for all types of visit		
5. Insurance		
5.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?	
5.2	If Yes, what is its indemnity limit?	£    M
6. Health, Safety and Emergency Policies		
6.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
7. Vehicles		
7.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?	
8. Staffing		

8.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
8.2	Are there regular opportunities for liaison between your staff and establishment staff?	
8.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>9. Accommodation</b>		
9.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
9.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
9.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
9.4	Are separate male and female sleeping accommodation and washing facilities provided?	
9.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
<b>10. Sub-contracting</b>		
10.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
10.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	
10.3	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?	

## SECTION C To be completed if the visit includes activities or field studies

### 11. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations

11.2	AALA Reference number	Date of expiry	
11.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?		

### 12. Activity Management to be completed about all activities

12.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
12.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?	

12.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
12.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
12.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
12.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?	
12.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

#### **SECTION D To be completed by Tour Operators**

##### **13. Tour Operators**

13.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	
13.2	Details of bonding (ATOL, ABTA, etc.)	

#### **SECTION E To be completed if the visit includes an overseas expedition as defined in National Guidance document [7q "Overseas Expeditions"](#)**

##### **14. Overseas Expeditions**

14.1	Do you comply with British Standard BS8848:2014?	
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#### **SECTION F – ACCREDITATION**

##### **15. Details of any accreditations held by the Provider**

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**PROVIDER CONFIRMATION – please print, sign by hand and email back to the school/setting**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone			
Email			
Website			

## EV7 – VISIT LEADER

### Emergency Procedures Action Checklist

The Visit Leader must ensure that all staff have a copy of the EV7 with them at all times and are aware of the emergency procedures. The emergency procedures are for use when there has been a **CRITICAL INCIDENT** involving serious injuries or fatalities which is subsequently likely to attract media attention.

**PREVENT GROUP MEMBERS FROM USING MOBILES TO TAKE PHOTOS, CONTACT NEXT OF KIN OR GOING ONLINE UNTIL GIVEN CLEARANCE BY BASE CONTACT OR YOUR EMPLOYER**

1. Deal with the Emergency	2. Call Base Contact	3. Safeguard Yourself and Your Group	4. Complete the Incident Log
<ul style="list-style-type: none"> <li>Assess the situation;</li> <li>Ensure everyone is safe from further harm (including yourself);</li> <li>Delegate group management to the Deputy Visit Leader so that you are contactable at all times and are able to coordinate all necessary actions;</li> <li>Contact the emergency services. The police will take all necessary statements and notify next of kin;</li> <li>Attend to any casualties. Take all necessary and safe steps to provide rescue, medical care and hospitalisation of anyone who is injured;</li> <li>Take all necessary steps to locate anyone missing and alert appropriate emergency services;</li> <li>Check if any party members have specific needs and ensure their welfare.</li> </ul>	<ul style="list-style-type: none"> <li>Call base contact;</li> <li>If you cannot reach either of them, contact your employer. For LA schools, this is Children's Services. Whomever you reach, use the following wording: <i><b>"This is (your name) from (your establishment). This is an emergency. I require assistance in line with the agreed emergency procedures for educational visits. My phone number is (give a number that you can be immediately contacted back on)."</b></i></li> </ul> <p>They will need to know:</p> <ul style="list-style-type: none"> <li>The nature of the emergency;</li> <li>Date, time and location of the emergency;</li> <li>Names of casualties;</li> <li>Nature of their injuries;</li> <li>Action that has been taken so far.</li> </ul> <p><b>Agree</b></p> <ul style="list-style-type: none"> <li>Any actions required and who should be responsible for undertaking them;</li> <li>Ascertain who should be informing parents;</li> <li>Confirm phone numbers for future calls;</li> <li>Agree times for regular updates.</li> </ul> <p><b>N.B. If you are caught up in a suspected terrorist incident, the mobile phone network may be shut it down.</b></p>	<ul style="list-style-type: none"> <li>If a member of the group has to go to hospital, delegate a member of staff/adult to go with them if possible;</li> <li>Continue to reassess the situation;</li> <li>Consider asking the police to transport non-injured group members;</li> <li>If the emergency occurs abroad, notify the British Embassy/Consulate.</li> </ul> <p><b>N.B. Emergency procedures may vary in foreign countries. The local police should be able to advise. If in any doubt, follow the UK procedures until told to do otherwise by an appropriate official of the country concerned.</b></p>	<p>At the time of the incident, keep a written log of:</p> <ul style="list-style-type: none"> <li>Relevant facts;</li> <li>Witness details;</li> <li>Decisions made;</li> <li>Actions taken;</li> <li>Conversations held;</li> <li>Relevant timings and dates;</li> <li>Why certain actions were not taken.</li> </ul> <p><b>ALSO:</b></p> <ul style="list-style-type: none"> <li>Verify the facts;</li> <li>Seek further details of the emergency, how and why it has happened so far as can be established;</li> <li>Preserve any vital evidence;</li> <li>Keep all equipment involved in an accident or emergency in an unaltered condition, unless it is required by the police.</li> <li>Keep copies of any expense receipts.</li> </ul> <p><b>NEVER ADMIT LIABILITY OF ANY SORT. NO-ONE IN THE GROUP SHOULD DISCUSS LEGAL LIABILITY WITH OTHER PARTIES.</b></p> <p>See page 3 for the incident log</p>
<h3 style="text-align: center;">5. Dealing with the media:</h3>			

- **DO NOT SPEAK TO THE PRESS OR MEDIA UNDER ANY CIRCUMSTANCES OTHER THAN TO REFER THEM TO YOUR ESTABLISHMENT.** This applies equally to all group members;
- No-one, unless they are in a relevant official capacity, has a right to see anyone in the group who does not wish to see them. If any person not in a relevant official capacity tries to force a confrontation, do not say anything and call the police.
- Do not allow anyone to see any group member without an independent witness being present.

### Emergency Contacts

**TRY CALLING EITHER OF YOUR BASE CONTACTS, IF YOU DON'T GET THROUGH CALL CHILDREN'S SERVICES. IF NO ANSWER DO NOT LEAVE A MESSAGE, CALL RESILIENCE AND EMERGENCY PLANNING**

Emergency Contacts	Name	Office	Mobile 1	Mobile 2
Base Contact 1				
Base Contact 2				
Employer emergency contacts: Children's Services POC (Office hours only 9am to 5pm)	DO NOT LEAVE A MESSAGE – IF THERE IS NO ANSWER, RING RESILIENCE AND EMERGENCY PLANNING	01254 666537- Jo Siddle 01254 588835 – Michelle Holt 01254 666849 – Carol Grimshaw		
Resilience and emergency planning 24hr contact	Duty Team	01254 51098		
Foreign Commonwealth & Development Office	Consular Assistance	(+44) (0)20 7008 5000		
Insurance 24hr emergency contact				



Start and maintain a sequential ongoing log (including times) that covers:  
All phone calls/ texts, all decisions, all other communications and all people involved.

KEEP IT CLEAR AND SIMPLE

**Incident Log – Sheet 1 of .....**

Name:	Establishment:	Location:	Date & Time:
<b>Date/time</b>	<b>Actions/discussions/decisions made</b>		<b>Print name</b>
<b>Signature:</b>			<b>Date:</b>

**EV8a – BASE CONTACT/HEAD OF ESTABLISHMENT****Emergency Procedures Action Checklist**

**N.B. NO CONTACT WITH THE MEDIA SHOULD BE UNDERTAKEN – REFER TO EV8b “Guidance for Head of Establishment”, FOR FURTHER INFORMATION.**

**Log in to your Evolve account to access the visit form to obtain full details of the visit.**

Contact	Name	Number 1	Number 2
Base contact 1			
Base contact 2			

**1. Record the following information:**

- Date, time and location of the incident;
- Names of casualties and the nature of their injuries;
- Names of others involved;
- Action that has been taken so far;
- Action required and who will be responsible for undertaking it;
- Check if any specific needs have been identified for any of the group members and address.

**2. Check the following with the visit leader/caller**

- Confirm that the visit leader is in control and that other members of the group are safe;
- For serious injuries/fatalities, check that the police have been contacted;
- Explain that the Head of Establishment will discuss with the employer who will contact parents – in the case of a fatality, this will be the police;
- Confirm contact numbers for future calls. Be aware that in the event of a suspected terror attack, the mobile network may be overloaded or shut down;
- Agree times for regular updates with the Visit Leader;
- The Head of Establishment (or representative) should act as the link between the group and the parents.

**3. Inform the Head of Establishment**

- The Head should delegate roles to other relevant staff in order to deal with the situation.

**4. Contact your employer (LA Children’s Services/Trust/Chair of Governors) immediately and give them the following information:**

- Name of the Establishment / Service organising the visit;
- Location of the incident;
- Names of individuals involved;
- Their current condition and location;

- Confirm contact name and number for future communication with your employer;
- Contact Children's Services and agree the support required from the LA.

#### 5. Contacting parents/carers/next of kin in the event of a critical incident:

- **If the police are involved, you must work to their instructions regarding how parents/carers are to be contacted, by whom and what information (if any) can be given;**
- **The police will inform parents/carers/next of kin of any fatalities;**
- If possible, before any contact with parents, the Head of Establishment should contact the employer;
- The employer should confirm who will contact parents and what information can be made available to them;
- The employer should arrange for a member of their SLT to act as contact for bereaved parents;
- If there have been fatalities outside Lancashire, the local police will arrange for Lancashire Police to appoint a Family Liaison Officer.

#### 6. Additional actions

- If Out of Hours, notify the key holder and open the establishment premises if required;
- Notify the Chair of Governors;
- Notify LA Health and Safety if this hasn't been done by the LA emergency contact;
- Some incidents are reportable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The employer should make the report. **Fatalities should be reported immediately.**
- Notify your insurers, particularly if medical assistance is required at home or abroad;
- Notify the provider/tour operator if not already done so by the Visit Leader;
- Check if a member of staff needs to be put on stand-by, ready to travel to the group to provide assistance;
- Check there is sufficient staffing available, including covering Out of Hours.

#### 7. Emergency contacts

Contact	Name	Contact number
Visit Leader		
Deputy Leader		
Head of Establishment		
Base Contact		
Out of Hours key holder		
Venue		
Employer emergency contact: Children's Services point of contact (POC) (9am to 5pm)	DO NOT LEAVE A MESSAGE – IF THERE IS NO ANSWER, RING RESILIENCE AND EMERGENCY PLANNING ON THE NUMBER BELOW	01254 666537 – Jo Siddle 01254 588835 – Michelle Holt 01254 666849 – Carol Grimshaw
Resilience & Emergency Response 24hr contact	Duty Team	01254 51098
Foreign, Commonwealth and Development Office	Consular assistance	(+44) (0)20 7008 5000



<b>Signature:</b>		<b>Date:</b>

## Annex 7 Additional Log Sheet

[illegible]

## **EV 8b Additional Guidance for Head of Establishments**

### **Providing information and assistance to parents and next of kin for staff**

#### **1. Contacting parents**

- 1.1 If there has been a fatal accident, or an incident that may be investigated as a potential crime, the police would assume charge and would contact the next of kin. The Head of Establishment should discuss with the Strategic Director of Children's Services and the police what information should be given out to other parents. Although the general approach is to keep parents and the next of kin of staff as well informed as possible at all stages of the incident, police involvement will take precedence.
- 1.2 Contact details of parents and next of kin of staff should be available at the Establishment/Service organising the visit at all times, and that Establishment's/Service's Emergency Contact should be able to access them out of hours too.
- 1.3 Providing that point 1.1. above does not apply, the Head of Establishment should contact the Strategic Director of Children's Services to agree who should contact the parents. The Head of Establishment (HoE) then needs to decide whether the HoE or the Emergency Contact for the Establishment/Service organising the visit should act as the link between the group and the parents and the next of kin for staff. Following discussions with the Strategic Director of Children's Services, the Head of Establishment also needs to make initial arrangements to contact all parents to inform them of the safety of their child(ren) and to establish what information should be given to them.

#### **Liaison with the Police**

- 1.4 In the event of any fatalities, the Police in Lancashire should normally appoint a Family Liaison Officer (FLO) for each of the families concerned. This is a specially trained officer who supports the family during the investigation. Blackburn with Darwen Borough Council has a protocol with the Police to also provide a Crisis Support Worker for the family, if they wish, who should work alongside the FLO.
- 1.5 For incidents involving fatalities outside Lancashire, the Establishment/Service organising the visit needs to ask the Police dealing with the incident to contact Lancashire Police to arrange appointment of a Family Liaison Officer.

- 1.6 Emergency procedures may vary in foreign countries. The local police should be able to give advice. If in any doubt, follow the UK procedures until told to do otherwise by an appropriate official of the country concerned. Establishments/services should also contact Lancashire Police to inform them of the incident so that a FLO can be appointed.

## Actions to be considered by the Establishment/Service organising the visit

### 2. Dealing with enquiries

- 2.1 In the event of any incident, the Establishment/Service organising the visit should prepare for the fact that many parents, and not just those whose children are directly involved, could be contacting them for information and reassurance, or perhaps to offer their support. This can lead to an increase in telephone calls and visits in person from parents and other people within the local community.
- To help deal with the **volume of calls**, the Establishment/Service organising the visit should consider the option of arranging a separate designated telephone number (or numbers) for parents of children directly involved in the incident, and encourage other parents and callers to use a different number e.g. the normal school contact number(s).
  - To help deal with **parents calling in person**, the Establishment/Service organising the visit should consider designating some staff to provide a reception service, and ensuring that the staff undertaking that service receive regular information updates.
  - Also, consider setting aside **designated rooms** within their Establishment/Service organising the visit for use by parents who prefer to wait at the Establishment/Service organising the visit for news of their children. If so, staff should need to be assigned to provide support to the parents.
  - The Establishment/Service organising the visit can liaise with Children's Services to access help from their crisis support resources. The Establishment/Service organising the visit may prefer to make their own arrangements. If choosing the latter option, however, the Establishment/Service organising the visit should also need to give consideration as to how to cover the costs of buying-in this expertise.

### 3. Support for other children and young people and parents not directly involved in the incident.

- Put systems in place to deal with their enquiries, including agreed information briefings/scripts for staff dealing with them
- Consider whether there is a need to establish facilities at the Establishment/Service organising the visit for use by these children and young people and parents, e.g. quiet room, briefing room, etc?
- Consider staffing requirements of above, and whether the Establishment/Service organising the visit needs additional support.

### 4. Returning children and young people and staff



- 4.1 The Establishment/Service organising the visit can liaise with the Children's Services Emergency Contact to make arrangements for bringing the uninjured children and young people and staff back home.
- 4.2 If the original provider of transport for the trip is unable to assist with this, the Children's Services Emergency Contact can link into the Council's Functional Transport Plan to arrange alternative transport home for the group.
- 4.3 Likewise, liaise with the Children's Services Emergency Contact if assistance is required to transport parents to the location of the incident.
- 4.4 The Establishment/Service organising the visit should consider what arrangements are needed for receiving the group on its return. If the police are undertaking an investigation, the Establishment/Service organising the visit should liaise with them. Issues to consider include:
- Identifying whether children and young people and staff should be brought back to the premises of the Establishment/Service organising the visit, or whether there is another location available that affords more privacy
  - Availability of private room(s) to allow some private time for family members to be reunited
  - Providing staff trained to offer crisis support and/or advice or information to returning group members

## 5. Longer term

- 5.1 The Establishment/Service organising the visit should consider how it should deal with the effects of the incident on children and young people and staff in the longer term too.
- What are the longer-term support needs for children and young people, staff (and the next of kin) affected by the incident?
  - Consider support required for memorial services or other commemorative events
- 5.2 Prepare for the investigation which should be undertaken by the local authority in the event of any fatalities or serious injuries (or other incidents considered as "high risk")

## 6 - Managing the media

- 6.1 Establishments/services should liaise with the Children's Services Department when dealing with the media.
- 6.2 The Children's Services Emergency Contact should liaise with the Media Functional Co-Ordinator at the Council to provide an experienced officer from the Communications and Marketing Team to assist the Establishment/Service organising the visit in handling enquiries from the press and media.

## Advice on dealing with the media in the case of an emergency

### **7. Overview**

- 7.1 In the 21st century we live in a 24-hour rolling news environment where there is a demand for a flow of constant information from all news Establishment/Service organising the visits.
- 7.2 Wherever and whenever a major incident may occur it is likely that within the first hour the local media will be on the scene, within 90 minutes or even quicker the national media will be there and if it is an incident that has a world wide significance, the world's media will be there the same day.
- 7.3 It is the role of the Council's communication team, to provide fast, accurate information to the public, the Council and the media.
- 7.4 No one can seriously doubt the value of school trips to the education and personal development of young people but they require a major amount of planning and attention to detail by those in charge, and a familiarity with the laws and regulations that govern such activities.
- 7.5 Failure to take account of this can lead, at best, to a disappointing experience for students, parents and teachers and, in the worst scenario, injury, death and possible court appearances.
- 7.6 It is therefore paramount that those involved in out of school activities be made aware that an incident could risk both the school's and the Council's reputation.
- 7.7 The media may be alerted to an incident by a number of means, including teachers, children and young people, and families or by emergency services, which is common practice.

### **8. Media Protocol**

- The communications team are the experts in dealing with the media. Establishments/services are strongly recommended to use the team for crisis management. The communications team can help establishments/services organising visits to protect their reputation.
- If you take a call from a journalist please redirect it to the communications team during office hours. An emergency out of hours press office service is available by contacting the communications team (see Appendix B for contact details).
- Organisers of school visits should alert the communications team straight away if there is an incident so that the team knows about it before the press become involved. This way the team can put together an action-plan in advance of media involvement.
- If a journalist does make contact, don't be hostile or unfriendly but if you're asked for your direct opinion on something or the journalist starts chatting to you about the issue, please be aware if you say anything, even agreeing with them, they might use that as part of their story. A simple statement such

as: “I don’t have any/full information about this – please contact the media officer directly.” should be used and give the phone number for the communications manager (see Appendix B for contact details).

- It’s important not to speak to the media directly because if incorrect information is given it can cause a lot of damage and potentially form part of a criminal investigation in the case of a serious incident.
- In the case of an emergency a media spokesperson(s) will be appointed to co-ordinate media liaison and use the media to provide information to the public about the incident. They will also link up with other agencies involved such as the police, ambulance or mountain rescue press officers, for example.
- A media officer would then liaise with the school or staff at the scene of the incident. The officer would involve the school in any information that has been issued.
- It is also advised to prevent any photographs/video footage being taken of the incident. As technology has evolved most people now have access to mobile media allowing audio/video footage to be taken at the scene. Mobile internet access also allows for a live-stream of information to be passed to third parties instantly. This should be avoided where possible as this could cause a misrepresentation of the facts.
- Although the media pressure will abate as the incident becomes old news, a serious incident will nonetheless have long-term implications. In the case of a death there will be inquests, public inquiries, and court cases. There will also be memorial services and anniversaries. Court cases will mean that journalists want to write background pieces and there may be articles remembering the incident and mapping what happened.
- All staff involved in the incident should keep notes of their actions. Please try to make a note of what the media asked, who it was, what time the question was asked and a note of your response which should be to direct the call to the communications team.
- The media co-ordinator will keep notes of the decisions made. The originals of these notes will have to be handed in after the incident and may form part of an enquiry after the event.