

EVC PROCEDURES

The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. This procedure seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. The following Categories of visit are taken from the LEA guidance on managing off-site visits for Cumbria Schools.

The Group Leader

The group leader is the teacher whom the Head teacher has approved to take overall responsibility for the supervision and conduct of the visit, and for the health and safety of the group.

The group leader must:

1. obtain the Head teachers prior agreement before any visits take place;
2. Discuss the proposed visits with your EVC; Reason for the visit, ratios, staffing, First Aid, transport, possible preliminary visit and risks.
3. follow all the LEA / Governing body regulations, guidelines and policies;
4. define accompanying supervisors roles and ensure tasks are assigned;
5. have the ability to control and lead pupils of the relevant age group;
6. be suitably competent to instruct pupils in the activity and be familiar with the venue;
7. be aware of child protection issues;
8. ensure that there is adequate provision for first aid provision;
9. undertake and complete the planning and preparation, brief all group members and parents;
10. Complete EVOLVE and prepare risk assessments, however, if s/he is not competent in this area then the task may be delegated.
11. Send out information to all parents concerned describing the activity (applicable to all off-site visits).
12. Parental Consent must be given for all off-site visits.
 - a. Form C - for specific annual visits. The consents forms requests medical and emergency contact information.
 - i. However if it's an overseas visit, a residential or an adventurous activity you need approval from Cumbria County Council, the evolve forms need to be sent for approval to Matthew Ellis (Outdoor Learning and Educational Visits Provider).
 - ii. During the week following the visit the group leader, for the attention of the EVC, should complete an evaluation form.

- iii. The school accident book should be completed if there were any accidents/incidents whilst on the visit. If appropriate a V5 accident form should also be completed with a copy forwarded to the Health and Safety Team. If the accident resulted in serious injury it may also be necessary to obtain witness statements, attach to the schools copy of the V5.
- iv. Review the risk assessments especially if there were any accidents/incidents, site changes or categories that had been omitted.

Checklist Whilst on the Visit

1. The group leader must carry a copy of all consent forms at all times.
2. Where sub-groups are organised, the supervisor of the sub-group must carry the consent forms.
3. All supervisors must carry a group contact list and emergency contact details at all times.
4. The following must be left with the schools 24 hour contact person:
 - The group contact list
 - A copy of all parental consent forms (Form C)
 - The emergency contact details (Form E)
 - The travel and timing details
5. The following information must be left in the school office:
 - The group contact list
 - The emergency contact details (Form E)
 - The travel and timing details

Remember that the LEA 24 hour Emergency Pager Number is only fully effective if you have submitted EVOLVE to the Health and Safety Team. This does not mean that the facility is unavailable if you have not submitted these details, however the assistance may be limited.