

# Gwladys Street Community Primary and Nursery School



## Off Site Emergency Procedures (Educational Visits)

## EMERGENCY PROCEDURES FOR EDUCATIONAL VISITS

### Guidance notes

The Senior Leadership Team has agreed the attached procedure if there is a serious incident or accident on a school trip, at home or abroad.

The main element is to ensure that there is a swift and appropriate response in the unfortunate event of a serious incident and all staff taking trips or holding a senior position back at base are asked to keep them in mind at all times.

Should the school be notified of an incident, the contacted member of the Senior Management Team will decide whether a presence is required at the location.

The Head Teacher will remain at school to deal with enquiries, the press and so on, whilst the remaining members of the team will need to be available to run the school, organise counselling, etc.

It is important that the pupils are made aware of what to do in the case of emergency and if something makes the member of staff unable to react. It would be appreciated if, on return from a trip, the office could be informed of the safe arrival of the party.

All staff to be made aware that if an incident happens, that NO staff are to use personal phones to notify ANY person. Group Leader is the only person (deputy if the group leader is unavailable) to have communication with the School named contact and no one else.

### SCHOOL TRIP EMERGENCY PROCEDURES

Who will take charge in an emergency?

1. The Group Leader with the school party would usually take charge in an emergency. The Group Leader would need to ensure that emergency procedures are in place and that back up cover is arranged. The Group Leader should liaise with the representative of the tour operator if one is being used.
2. The Group Leader would communicate with the designated contact in school for the school party. The school contact's main responsibility is to link the group with the Head, Senior Staff and the parents. The named person should have all the necessary information about the visit.

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3. Group leader to liaise with site staff and have within their pack the sites own emergency procedure plan.

### **The Group Leader.**

#### **What to do in an Emergency.**

If an emergency occurs on a school visit the following points need to be considered.

- Establish the nature and extent of the emergency as quickly as possible
- Summon the emergency services
- Establish the names of any casualties and get immediate medical attention if necessary
- Ensure that all the group are safe and looked after
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency happens abroad
- Inform the school contact. The school contact number should be accessible at all times during the visit. Located in the pack held by the Group and Deputy group leader.
- Details of the incident need to be passed on to school contact (named on main documents) should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Notify tour operator
- Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident
- No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties

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### Emergency procedures for school contact

- Prior to the visit, the name and school/home/mobile telephone numbers of a **school contact** should be identified. It is advisable to arrange a second school contact as a reserve.
- A copy of all documents and contact numbers must be handed to the 2 named school contacts.
- The Head Teacher and Group Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.
- If an emergency occurs the main considerations for the **school contact** to consider include:
  - Ensuring the Group Leader is in control of the emergency and establishing if any assistance is required from the school base.
  - Contacting the Head / Deputy Head or named persons and liaising with them.
  - It is a priority that the Head / Deputy or **school contact** speak personally to the parents of any student who has suffered injury or mishap.
  - Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The **school contact** should act as a link between the group and parents. Parents should be kept as well as informed as possible at all stages of an emergency. Contact must be established even though with modern technology news may already have broken.
  - The **school contact** should act as a link between the group and the Head / Deputy
- Head/ Leadership Meeting and arrange for the group to receive assistance if necessary. The Head will contact the Chair of Governors.
- A full record of the incident must be kept.
- If a serious incident occurs, the **school contact** should liaise with the designated media contact (Liverpool Local Authority) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.
- Notify insurers, especially if medical assistance is required (the school contact can be used to do this)

### After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected.

In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

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