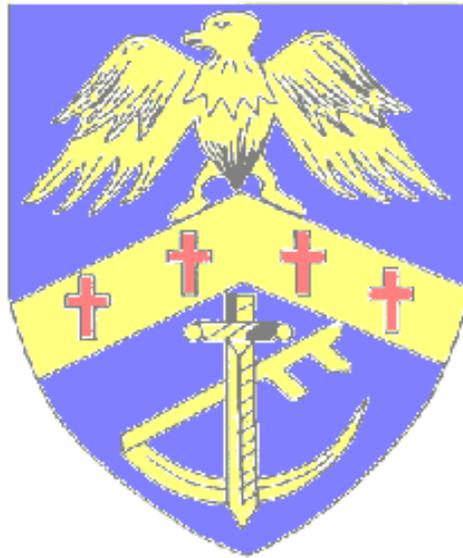


# SUNNYMEDE JUNIOR SCHOOL

## Educational Visits Policy



**Adopted by Governing Body:** November 2014

**Review:** Annually

**This Review:** January 2017

**Next Review Date:** January 2018

Review date	Headteacher's signature	Chair of Governor's signature
January 2017		

*Suggested table as below:*

Establishment type	<i>Foundation Junior School</i>
Name of establishment	<i>Sunnymede Junior School</i>
Who is employer?	<i>Governing Body</i>
Responsibility for offsite visits (possibly EVC, or deputy head)	<i>EVC Miss Catharine King</i>
Date Trained	<i>December 2015</i>
Policy agreed	<i>This version ratified January 2017</i>
Signed off by	<i>Full Governing Body</i>
To be reviewed	<i>Annually - January 2018</i>
Other Policies Related	<ul style="list-style-type: none"> <li><i>-Charging and remissions Policy</i></li> <li><i>-Child Protection and Safeguarding</i></li> <li><i>-Health , Safety and Wellbeing Policy / Medicine</i></li> <li><i>SEND / Inclusion</i></li> <li><i>-Equality and Cohesion</i></li> <li><i>-Volunteer</i></li> </ul>
Other Paperwork Attached (appendix)	<i>N/A</i>

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# 1 Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Sunnymede Junior School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link : [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Sunnymede Junior School, we offer a range of educational visits and other activities that add to what they learn at school. Currently, PTA funding is used explicitly to fund school trips with a social, moral, spiritual or cultural focus.

## 3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place, there should always be an adult other than the one running the activity, on the premises.**

- **Gaining approval for a trip**

#### 4.1 **Governors**

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits. The school's Charging and Remission Policy should be considered when planning and organising school trips.

#### 4.2 **The Headteacher or EVC:**

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see SEN and Disability Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

An electronic submission process EVOLVE is used to log, audit, approve the following:

Residential	yes/no and formal approval by	Governing Body / LA
Adventurous	yes/no and formal approval by	EVC and / or Head
Local approved	yes/no and formal approval by	EVC and / or Head

## 5 **Choosing a provider**

After considering the reasons for the visit, the visit leader should check out the provider.

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.4h-Preliminary-visits-and-provider-assurances-1.pdf)

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent :

OEAP National Guidance Document

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf)

This guidance reflects the DfE guidance with particular note where consent is NOT required:

*Parental consent to off-site activities* Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfе%20consent%20form.doc>

## 7 Visits and staffing

### CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

[www.oeapng.info](http://www.oeapng.info) 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader, supported by the EVC, to carry out a detailed Risk Assessment / Risk management for the visit and submit it for approval. This should be completed 48 hours prior to the trip. For Risk Assessment guidance see [www.oeapng.info](http://www.oeapng.info) 4.3g Risk Management.

For all residential visits, risk assessments must be submitted to ECC, via the EVOLVE website, four weeks before the event is due to take place. Without their approval, any visit cannot take place.

## 8 The visit

### 8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts / helpers and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts
- check all children are dressed appropriately
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and school mobile phone.

- Copies of Emergency / Critical Incident cards given to **all** group leaders.

Before leaving the school on a class trip, all children should be given a school identity wrist band to wear (containing name and contact number of school)

## 8.2 During the visit

Young children must be kept in the group leader's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Yr 11 working in groups of 4 minimum – responsibility to support each-other may be suitable and sufficient for a delimited area in a town centre.)

There should be a system in place to safeguard young people at all times.

*Children must be kept in the group leader's group at all times. They must never be left unsupervised. CHILDREN SHOULD NEVER BE SENT TO THE PUBLIC CONVENIENCES ON THEIR OWN. It is best practice for the group leader to take the whole group and more than one child should go in at a time. The group leader should vet the toilets beforehand to check for safety and in respect of safeguarding matters. Where of the same sex, the group leader may go into the shared area of the toilets to supervise but, in this instance, no children should be left outside.*

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

Head counts must be performed regularly and thoroughly by all group leaders throughout the visit and at all transition periods e.g. entering or leaving a vehicle or premises, moving from one area within a building to another.

## 8.3 On return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to an area of playground where children can be collected by a parent and the teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

### **School visit checklists for the following roles can be found in Appendix 1**

- Visit Leader Checklist
- Assistant Leader's checklist
- Guidance for those in a position of Parental Authority
- Headteacher and Manager checklist
- EVC checklist
- Management Board and Governor checklist

## 9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment.

## 10 Insurance

### Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

### Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

### Indemnity

Please see reference to parental Consent : -  
OEAP National Guidance Document

[www.oeapng.info](http://www.oeapng.info) 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

## Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits – Appendix 2

## 11 Transport

The following procedures are in place for the times when the school uses private drivers. The school always:

- a) seeks evidence that the vehicle is roadworthy e.g. MOT certificate where relevant
- b) seeks evidence that the driver holds an appropriate and valid licence
- c) Seeks evidence that there is a valid insurance policy covering the intended use. This requires the driver / vehicle to have “business use” cover
- d) Ensures that there is explicit parental consent to transport pupils in private cars and by specified persons

The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore, a key judgement needs to be made about the likely behaviours and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult will travel in the vehicle so that the driver is not distracted.

Volunteer helpers or other young people who help transport pupils in their own cars are made aware of their legal responsibility for the safety of the young people being transported. Other than in an emergency situation, or where there is a specific job requirement as a day-to-day duty, staff or volunteer adult helpers transporting young people do not travel alone with a single pupil. In any such emergency scenario, the Headteacher’s approval must be given.

Also see guidance from OEAP NG -

[www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf)

[www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf)

## 12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4-1a-Critical-Incident-Management-Employer-final.pdf>

- All leaders must carry the school’s ‘Critical Incident form’ – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school’s normal accident reporting procedures.

See Appendix 3 for Emergency Procedures Action Plan flowchart. This should be followed in the event of an emergency

The visit leader will take a fully charged school mobile phone on the trip. The phone number must be given to all group leaders on the trip as part of the briefing notes. This can be used for group leaders to make contact with the visit leader in the case of an emergency. The visit leader can also use this phone to contact the school directly in the event of an emergency, to advise of any delays to the return journey etc.

## 13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

Sunnymede Junior School

Generic Risk / Assessment for school trips

<b><u>Significant Hazards and identification of Risks</u></b> <i>Those hazards and risks that may result in serious harm or affect several people</i>	<b><u>Control Measure</u></b>	<b><u>Controlled?</u></b>

**APPENDIX 1**  
**Employer Guidance Checklists**

**Visit Leader Check List**

- I have met all requirements of my employer's and my establishment's policies relevant to the visit.
- I am confident to lead the visit and have the specific competence to do so, and have been judged so by my head / manager in line with my employer's requirements.
- I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.
- I have kept my EVC informed at each stage of the planning process.
- I have undertaken a preliminary visit if appropriate or required by establishment policy.
- I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.
- I have shared details of 24/7 emergency contacts and emergency arrangements with key staff.
- I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers.
- I have checked whether insurance arrangements are adequate.
- If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management.
- Child protection issues are addressed, including CRB/ ISA checks and processes where appropriate.
- I have disseminated relevant information to supporting staff.
- There is access to first aid at an appropriate level.
- Relevant information has been provided to parents and young people, and pre-visit information meetings have been arranged where appropriate.
- All aspects of the visit (both during and after the event) are evaluated.
- Staff and other supervisors have been appropriately briefed on:
  - the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities.
  - the nature and location of the visit.
- The visit is effectively supervised - staffing ratios meet requirements of good practice.
- I understand that the overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider.
- Staff and third party providers have access to emergency contact and emergency procedure details

## Assistant Leader's Checklist

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. However, employees are required to take reasonable care and to cooperate with their employer. It is critical that employees understand "who is my employer" (Refer to "Basic Essentials MUST read – Remit and Rationale") and understand their employer's policy and guidance.

If you are an Assistant Leader (Deputy Leader or assistant supervisor), you must be specifically competent to carry out that role.

Being competent requires that you can demonstrate, as far as is necessary, the ability to meet the responsibilities specifically allocated to you and the ability to operate to current standards of recognised good practice, with:

- Appropriate knowledge and understanding of your employer's guidance,
- Establishment procedures, the group, the staff, the activity and the venue.
- Structured and employer-approved training should reinforce this.
- Appropriate experience to fulfil the specific role allocated to you.
- Any required qualifications, such as in First Aid.

Where an Assistant Leader wishes to lead an adventure activity, their competence should be confirmed by a robust verification process, such as:

- Holding a National Governing Body leadership/coaching award at an appropriate level.
- Being recognised as competent through a "signing off" process by a suitably-qualified Technical Adviser appointed by the employer.

As an Assistant Leader, you should:

- Be specifically competent and knowledgeable about establishment and employer policies/procedures, in so far as they affect the responsibilities you have been assigned.
- Ensure that you have been sufficiently involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.
- Ensure that you understand the role and responsibilities that you have been assigned and how these integrate with other staff and especially that of the activity/visit leader.
- Ensure that you are clear about any arrangements to hand-over and handback responsibility for supervision between members of staff and to /from any third-party provider.
- Ensure that staff and other supervisors have been appropriately briefed on:

1. the young people making up the group, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that seems relevant in the context of the planned activities.

2. the nature and location of the activity

- Contribute to the on-going monitoring of all aspects of the activity/visit, including the quality of any activities provided by a third-party provider.
- Contribute to the evaluation of the activity/visit after the event.

## Guidance for those in a position of Parental Authority

### Consent

Schools are not required to obtain parental consent for activities or visits that take place wholly in normal school hours, unless the child is of nursery-age. However, where such activities will take place beyond the school gate, it would be a reasonable expectation that parents are informed of such activities - this might be through a school prospectus, a newsletter or general information letter.

Parents should expect to be able to make an informed decision about whether their child should take part in an activity or visit outside normal school hours, and that the school will provide full information. This information should be in writing and, for more complex activities (such as residential visits, overseas visits, visits involving adventurous activities and visits where there will be remote supervision) it is good practice for parents to be invited to a pre-visit briefing session where they can ask questions and ensure that they have a proper understanding of what they are consenting to. The information will not necessarily be provided in a single document. However, before the visit takes place, parents should feel assured that, through written communication and / or briefing opportunities, they have details that include, where relevant:

- Dates of visit.
- Visit aims, objectives and expected learning outcomes.
- Times of departure and return.
- The location where young people will be collected and returned.
- Mode(s) of transport and name of any travel company facilitating the visit.
- Size of the group.
- Level of staff supervision and whether any remote supervision will be taking place.
- Young people's responsibilities for their own health, safety and wellbeing.
- Accommodation details.
- Arrangements for dealing with young people who become ill.
- Arrangements for providing for special educational and medical needs, and disabilities
- Name of the Visit Leader and minimum number of accompanying staff.
- Full range of planned activities.
- Clothing and equipment requirements.
- Insurance arrangements. Pocket money recommendation.
- Costs and cancellation terms.
- Emergency contact details.
- Policy regarding use of mobile phones and other electronic devices by the young people.

### What you can expect

- To be given information about any pre-visit preparation where you need to take an active role. This would include ensuring that your child has a proper understanding of behavioural expectations. Both the young person and the parents need to have a clear understanding of the sanctions that might be imposed where required standards are not met.
- To be given clear information about the arrangements for sending a young person home early (when there has been serious failure to meet the required standards of behaviour), or collecting a young person before the end of a visit (when they have become ill) and how any costs will be met.

- To be asked to provide the Visit Leader with emergency contact numbers, where you, or an appropriate person, can be contacted 24/7 during the period of the visit.
- To complete a form requesting information about your child that the Visit Leader, and their assistant leaders, may need in order to fulfil their responsibilities under their professional duty of care. This will include information that may be regarded as sensitive, but is nonetheless necessary. It may need to cover:
  - Physical, psychological and emotional health
  - Allergies
  - Phobias
  - Medication (including dosage and who may administer)
  - Special dietary requirements
  - Details of recent illness and/or contact with contagious or infectious disease
  - Toileting difficulties
  - History of sleepwalking
  - Water confidence and swimming ability.
  - Religious requirements.
- To sign a medical consent form, requiring parental authority for their child to receive emergency treatment, including administration of an anaesthetic or blood transfusion.
- To give specific consent to cover a situation where a young person might be transported in a private car (whether it belongs to an adult leader, or belongs to another young person).
- To be able to establish indirect contact with your child in the event of a home emergency. This will probably be by an emergency contact phone number provided by the Visit Leader.
- To be informed of a group's safe arrival. This will most commonly be by means of Parentmail or a "telephone tree" that disseminates the information through a pre-arranged "cascade", made known to parents before the visit.

## Head and Managers' Check List

- I have read and understood my employer's policy and have undertaken any required training.
- I have a visit policy for my establishment.
- I have appointed an EVC
- The visit policy identifies an induction process for all staff leading visits.
- Staff training needs are identified and addressed.
- Visits are formally notified and approved as required by my employer's policy
- All visits are led by competent staff
- All adults including volunteers are vetted and those with significant unsupervised access are subject to full CRB /ISA checks and processes
- There is appropriate risk management (including risk- benefit assessments) for all visits.
- The EVC is kept informed during the planning of visits
- Where appropriate, staff and young people are involved in visit planning, including risk Assessment
- There is a 'Plan B' when necessary
- Preliminary visits are undertaken where required
- Third party provider assurances are obtained
- Governors are informed as required by my establishment's policy
- Sufficient competent leaders are deployed to ensure effective supervision
- Medical, first aid and inclusion issues are addressed.

## EVC Check List

- I have attended EVC training as recommended / required by my employer's policy.
- My employer and my establishment have a policy for visits and learning outside the classroom.
- I have read and understood my employer's and my establishment's policy.
- Staff induction and training needs are identified and addressed.
- Where required by my employer's policy, visits are formally notified and approved.
- Staff leading visits meet employer competence requirements.
- All adults including volunteers are vetted and those with significant unsupervised access are subject to full CRB /ISA checks and processes.
- There is appropriate risk management for all visits.
- As EVC, I am kept informed of the planning of visits.
- Where appropriate, all staff and young people are involved in visit planning, including risk-benefit assessment.
- There is a 'Plan B' when necessary.
- Preliminary visits have taken place if required.
- Third party provider assurances have been obtained.
- The number and competence of leaders will ensure effective supervision.
- Medical, first aid and inclusion issues have been addressed.
- There is an establishment emergency response procedure, appropriate to the nature of visits undertaken, which is periodically tested.
- There is a designated 24/7 emergency contact, with access to all information and documentation relating to the visit.
- All staff and group members are aware of their roles and responsibilities.
- Those in parental authority have been appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- The visit leader has sufficient funds and an effective means of communication in case of an emergency.
- Visits are debriefed and reviewed.
- Visits are monitored in accordance with employer and establishment policy.
- Accidents and incidents are reported, learning is shared and RIDDOR requirements are met.

## Management Board and Governor Check List

- We are aware of our responsibilities as explained in this guidance and our establishment's policy.
- If we are the legal employers, we are fully aware of all the responsibilities this entails
- We have had access to training to ensure that we understand the guidance provided.
- Visits are included on our meeting agendas.
- All visits are planned in accordance with our employer's and establishment's policies.
- We are aware of which visits may require our specific approval or involvement as a "critical friend".
- Suitable and sufficient emergency procedures are in place.
- We are aware that we may be involved in adjudicating parental complaints or dealing with an emergency

## Appendix 2



### CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

(A copy or copies of this certificate must be displayed at each place of business at which you employ persons covered by this insurance. Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.)

**Policy Number:** 9198650  
**Insured: (a)** Sunnymede Junior School

**Date of commencement of insurance:** 31/03/2016

**Date of expiry of insurance:** 30/03/2017

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; and (b)
2. (a) the minimum amount of cover provided by this policy is no less than 5,000,000 GBP (c).

Signed on behalf of the Lloyd's Underwriters subscribing to Amlin UK (authorised insurers)

Signed:

Country Manager, P&C Europe-UK

#### NOTES

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

AOD112-20150828

#### IMPORTANT

It is strongly recommended that you store this certificate after expiry in a secure place as a record of insurance as you may still be liable for claims after many years.

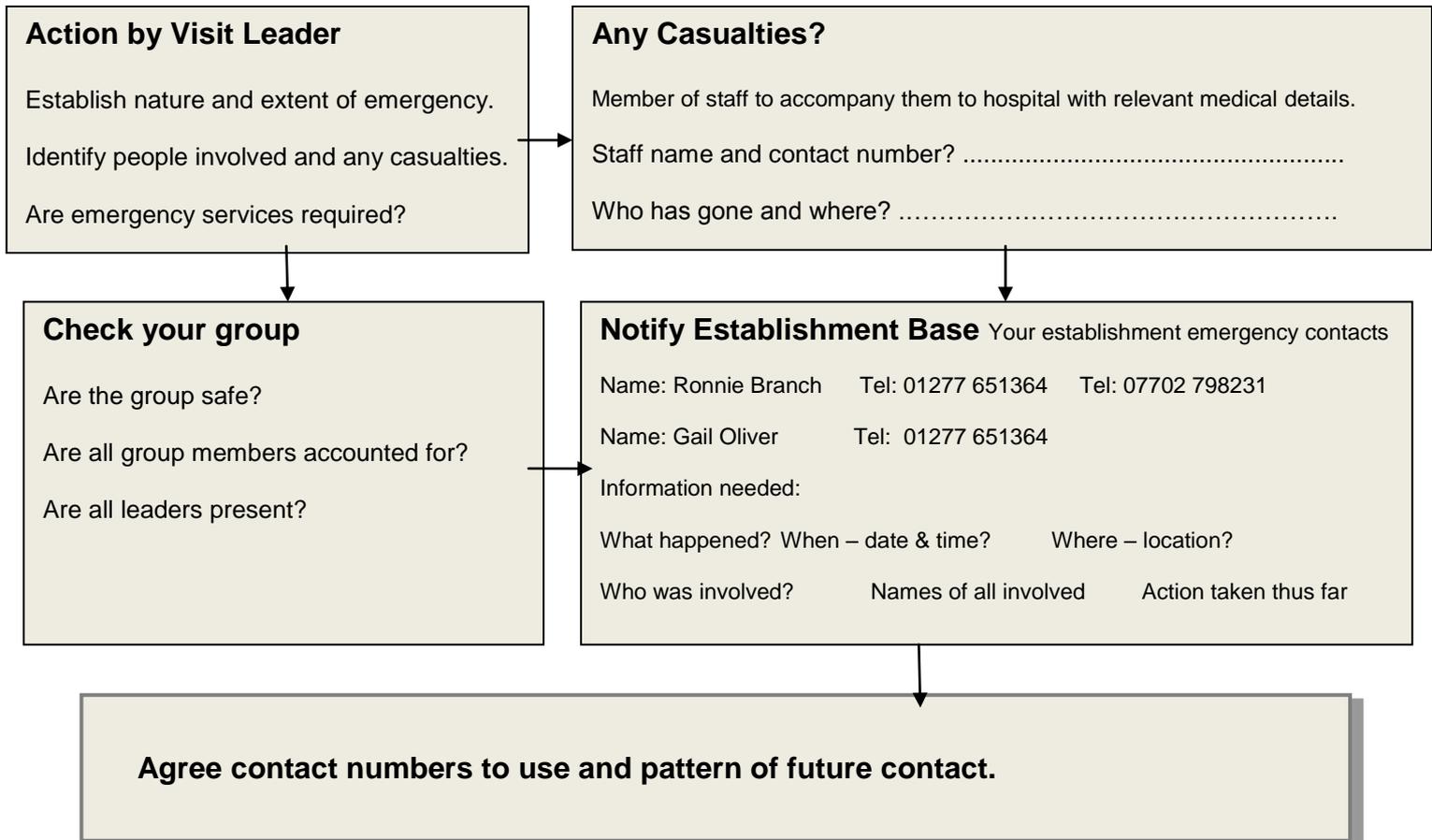
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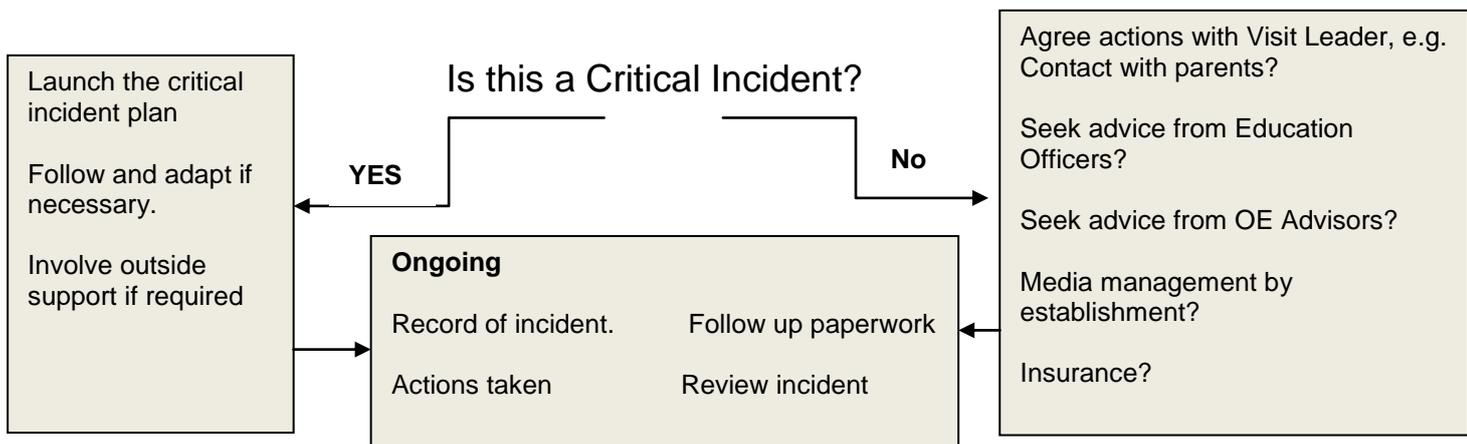
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## APPENDIX 3 EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



### Action by Establishment



## **ACTIONS TO BE TAKEN BY LEADERS IN THE EVENT OF AN EMERGENCY / CRITICAL INCIDENT**

Information for all staff/volunteers, taking charge of a group of pupils on a trip, in the event of an emergency/critical incident:

1. Assess the situation.
2. Protect the party from further injury or danger.
3. Administer First Aid.
4. Call the emergency services (999), as appropriate.
5. State the nature of the emergency.
6. Give your name and address / location and telephone followed by:
  - The nature of the incident.
  - The number of individuals involved.
  - The condition of those involved and where they are located.
7. Ensure an adult accompanies any casualties to hospital
8. Phone home emergency contact person
9. If possible, begin to keep record of all actions and conversations (Appendix E)
10. It is probable that both staff and participants will be in a state of shock, therefore:
  - Remove the remainder of the party to secure accommodation and place under the care of a member of staff able to protect them from the attention of the press / media.
  - If necessary request the police to assist.
  - Calm and comfort participants and arrange for their evacuation.
10. Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy.
11. Refer all media enquiries to the ECC Press Office - Tel: 01245 434707