



St Anne's School and Sixth Form College

Disaster on an Excursion / Trip Policy

This policy was adopted in the Spring term 2012 and updated Autumn 2018

1. INTRODUCTION

At St. Anne's School and Sixth Form College we believe that it is important that children are able to undertake trips off the school premises, although we recognise the challenges involved in ensuring such activities remain safe for all involved.

This policy will provide governors and staff with guidelines designed to ensure that all excursions and trips will be conducted efficiently and effectively for the benefit of all involved and that the safety of children is paramount. If any incident occurs or emergency situation arises, staff should be able to handle these effectively by applying this policy. Each incident will be unique and will require an individually tailored response within the guidelines and principles set out in this document.

The purpose of this document is to outline and clarify the procedures and measures which the school and residence have in place in the event of an accident or some form of serious incident occurring whilst on a trip or excursion. All school staff must be aware of and follow certain measures. All staff must ensure they comply with the requirements of this and related policies at all times. In some cases, specific responsibility is allocated to members of staff or groups of staff, but it is incumbent on all staff at all times to act in accordance with this policy and to do whatever is required to ensure the policy is rigorously observed.

2. AIMS

To provide a safe and secure environment at all times, where education is valued and there is a belief in the abilities and potential of all children.

To support all our pupils and give them access to every opportunity to achieve to their full potential and enjoy learning, including the promotion of opportunities to experience environments outside the school premises.

To fulfil our school's role to promote and support the education of our pupils.

To ensure that all governors and staff are aware of the procedures to be followed when organising a trip or excursion and in the event of an accident or serious incident occurring during the trip or excursion.

3. KEY TASKS

Assuming there are adults from the party who are capable of taking action they should;

- Try to ensure all members of the party are safe and accounted for
- Call the emergency services
- Contact the Headteacher, school or residence or other person from the Emergency Telephone List

The first person contacted from the incident site (usually the Headteacher, Assistant Headteacher, Child Care Manager or Chair of Governors) should;

- Assume responsibility immediately
- Assess the situation and decide a course of action – eg assess the need to call in staff to deal with the situation or go to the site
- Commence a written log

If the first person contacted is not one of those listed in the previous bullet point, that person should;

- Refer to the Emergency Telephone List and attempt to contact people according to their position on the list
- Ensure that the emergency procedure is implemented until such time as the Headteacher/Assistant Headteacher/Child Care Manager/Chair of Governors is able to take over
- Commence a written log on receipt of the call from the incident site

4. ROLES AND RESPONSIBILITIES

The Incident Management Team* (IMT) will:

- Direct and co-ordinate all aspects of the incident
- Manage and direct the other teams and appoint team leaders
- Maintain a written log of all events, including written statements, decisions made and actions taken
- Communicate with the adults/emergency services at the incident site
- Communicate with the media (if necessary), Information office and other LEA departments
- Close down incident
- Arrange debriefing at earliest opportunity after closure, including support agencies for adults and pupils involved
- Identify high risk pupils and staff (next few days and weeks)
- Continue to identify the needs of groups/individuals (following days and weeks)
- Plan support on a long term basis (as long as necessary)
- Send recommendations to the Governing Body for its consideration

*Incident Management Team = Headteacher (or Assistant); Child Care Manager or Senior Child Care Officer; Chair of Governors (or Vice); Secretarial Support

The Incident Support Team* (IST) will:

- Act on directives from IMT
- Contact Next of Kin (NoK) of pupils and adults involved in incident
- Advise NoK of injuries and give appropriate support (in case of fatalities, Police should contact NoK, unless NoK are on school premises)
- Ensure everything it is asked to do is logged

- Ensure the school continues to function in respect of its normal business during the incident and its aftermath
- Arrange transport for the return to school of uninjured children and adults from the incident site
- Participate in the debrief of the incident
- Assist with arranging debrief meetings, with support agencies, for adults and pupils
- Identify high risk pupils and staff
- Promote discussion in classes
- Continue to identify the need for group/individual treatment
- Plan support on a long-term basis

*Incident Support Team = Teachers; Some or all Governors

The Incident Location Team* will:

- Assist in or assume responsibility for communication with the emergency services at the incident site
- Assist in or assume responsibility for communication with the IMT
- Reassure and support adults and pupils involved in the incident
- Keep a written log

The Incident Location Team = selected from the IMT/IST if there is a requirement to send personnel to the incident site because of trauma (physical or emotional) to adults or children involved in the incident (min of 2 persons known to the children)

The Incident Provisions Team* will:

- Assist with welfare of children in the school to enable teachers looking after them to be updated/relieved for breaks etc
- Receive NoK who arrive at the school and take them to school hall (or similar) where they can await news of further developments
- Maintain a log of all NoK arriving at and leaving the school premises, including siblings who may be removed from school
- Provide refreshments for NoK, IMT and IST
- Offer support to NoK

*The Incident Provisions Team = Non-teaching staff; Governors

Governors will:

- Monitor compliance with the policy to ensure its proper observation

5. REVIEW OF POLICY

A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body. Any new legislation or directives will be incorporated into the policy as necessary.