



St Alban's RC Primary School

School Trip Emergency Policy

Date	Review Date	School Lead	Nominated Governor
September 2019	September 2021	Natasha Cross & Abby Hunter	Julie Bell

Emergency Procedures Leaders in charge of pupils during a trip have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The party leader would normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the party leader look after the rest of the party.

All staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip. This information and telephone contact numbers should be provided (usually as a laminated small card format) and carried at all times by all staff during the trip.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.

Emergency Procedure:

1. Remain Calm - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group.
Make sure all other members of the party are:
 - Accounted for
 - Safe
 - Adequately supervised
 - Briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.

5. In the event that an emergency should occur, including outside of school hours, the head teacher should be contacted immediately. In the event that the head teacher can't be contacted, the Assistant Head should be contacted.
6. Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
 - Preserve life
 - Prevent the condition worsening
 - Promote recovery
7. Write down accurately and as soon as possible all relevant facts and witness details. Keep a written account of all events, times and contacts after the incident.
8. Complete an accident report form as soon as possible; Report the incident using appropriate forms, if necessary. *(See checklist 1.1)*
9. All media enquiries should be answered by: "any statement will be issued by the Headmaster in due time";

Emergency contact:

The emergency contact's main responsibilities are to ensure that the party leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

In the event that an emergency should occur outside of school hours, the head teacher should be contacted immediately. In the event that the head teacher can't be contacted, the Assistant Head should be contacted.

Staff should be wearing their lanyards with staff ID badge and emergency contact numbers card at all times, in case of an incident occurring.

It is vital that all trip information is stored on Evolve so that the head teacher can access this information from his destination.

For the planned telephone communications to remain effective, it is strongly recommended that under no circumstances should Visit Leaders, EVCs, Emergency Contacts, Heads or Managers, make these telephone numbers available to parents – who might otherwise overburden and compromise the system.

Headteacher:		Date:	
Chair of Governors:		Date:	

Visit Leader Emergency Checklist

(1.1) Use this checklist to guide and record your actions in an emergency. The sequence of events will depend on the nature of the emergency.

IMMEDIATE ACTION		✓
Preserve	Ensure own safety	
	All subsequent actions are better delegated to other members of the leadership team when possible – allowing the Visit Leader to remain in charge of the whole situation.	
	Ensure safety of uninjured group members and other leaders	
	Ensure safety of any casualties and triage	
	Deal with life threatening first aid	
	Call emergency services as appropriate	
URGENT ACTION – Do this efficiently and concurrently if possible		✓
Prevent Worsening	Take stock and make a plan	
	Allocate resources to maximise concurrent activity	
	Continue first aid	
	Inform emergency contact as per your plan	
	Liaise with emergency services as they arrive	
	Deal with urgent physical needs of the group: Shelter, warmth, water	
	Deal with urgent emotional needs of the group: Remove from stress protect from intrusion, useful things to do	
	Control outward communications	
Begin written log/note keeping		
FOLLOW UP ACTION – Much of this can be done at the same time as Urgent Action with efficient use of people and resources		✓
Promote Recovery	Take stock again and re-plan next phase - Have you forgotten anything?	
	Deal with casualties in care of emergency services – Who is where?	
	Consider needs of self and fellow leaders – Are you/they coping?	
	Liaise with employer as per your emergency plan	
	Deal with further physical needs of the group: food, toilets, onward transport	
	Deal with further emotional needs of the group: Contact home	
	Deal with media	
	Contact support agencies e.g. insurers, travel company	