

Protocol for Incidents on School Trips

Any incident will impact on the risk assessment that was carried out prior to the trip. The action that is taken to ensure pupils' safety following the incident should be such that it will reduce the impact. It must be clear to the pupil that the consequence of the misdemeanour is to ensure her safety and that of others in the party. A copy of these procedures must be incorporated into the Teacher's Pack for the trip so that all accompanying adults have a copy.

Following an incident the immediate action should be taken to ensure the safety of all members of the party:

- Take steps to safeguard against further incidents by isolating students from the scene.
- Send for immediate help.
- Administer first aid/ and or take immediate action to prevent further injury or trauma if relevant.
- Account for all students and staff by checking groups
- Make appropriate arrangements for students not immediately affected.
- Ensure all accompanying adults are informed of the incident and of the action that has been taken.
- As far as possible access to telephones by students should be restricted initially until parents of students involved and/or Ms Shepherd have been informed if necessary – see the table for specific guidance depending on the severity of the incident. The tour leader should assess before a trip if mobile phones were to be allowed. If they are they should be declared at the beginning of a trip and in the event of an incident the phones will be taken away.
- In all cases a detailed written statement should be prepared as soon after the incident as possible by the member of staff who dealt with the incident stating the sequence of events; including timings, the involvement of other members of staff and the names of students who were witnesses. Care should be taken in the preparation of the statement as legal action might follow an incident.

On return the H&S officer should be provided with all the information regarding the incident and will advise on completion of accident report forms and on contacts with the LEA and H&S Executive.

Severity of the incident	Action on the trip	Action in school
<p>Relatively minor e.g. failure to follow instructions that could have impacted on Health & Safety</p>	<p>Pupil to be escorted by a member of staff for an appropriate amount of time, along with his/her assigned group.</p>	<ul style="list-style-type: none"> • Parents should be informed on return
<p>Potentially serious e.g. one that did have an impact on Health & Safety (but not of a nature that could cause serious injury or could have resulted in prosecution)</p>	<ul style="list-style-type: none"> • Pupil to provide written statement of the incident. Parents to be contacted immediately by the member of staff leading the trip and informed of incident and the consequential action. Pupils should be allowed to phone their parents after the member of staff has informed them. • Party Leader to inform Assistant Headteacher (Behaviour) and Chairman of Governors. • Pupil to be escorted by a member of staff for the remainder of the trip, along with her assigned group. If there is more than one pupil involved in the incident they should be separated as much as possible, they should be put into different groups so that one member of staff is not overburdened with their care. • Pupil should still take part in all activities unless the risk factor is raised to a level that would make this inappropriate. • Any contraband goods should be confiscated by the member of staff leading the trip and dealt with appropriately. (Alcohol and tobacco should be handed to the parents on return unless it is a foreign trip since this could result in the member of staff exceeding their allowance, hence it should be destroyed. Any live contraband e.g. a penguin should be returned to point of origin.) 	<ul style="list-style-type: none"> • Parents should have an interview with Assistant Headteacher (Behaviour) to discuss any issues and consequential action (pupils involved will not be allowed to take part in any future residential visits) • Party Leader and B Ingram should adjust the Risk Assessment ready for future trips

Serious incident

e.g. one that results in injury that needs hospitalisation or that would have resulted in prosecution.

- Parents to be contacted immediately by the member of staff leading the trip and informed of incident and the consequential action.
 - If injury was caused by another pupil failing to follow H&S instructions the action for Potentially Serious incidents should be followed.
 - Ms Shepherd and Chairman of Governors to be informed of the incident
 - The rest of the party should be kept informed
 - A written report of the incident and the consequential action should be written by staff
 - The parents should be requested to collect the pupil, or a responsible adult representative should be sent to collect her. If this is not possible, they will be informed that the pupil is to be returned home unaccompanied with details of the travel arrangements. The age of the pupils will be taken into account before any action is taken regarding returning the pupil home unaccompanied. If it is not possible to send her home the pupil is to be escorted by a member of staff for the remainder of the trip.
- Parents should have an interview with Assistant Headteacher (Behaviour) to discuss any issues and consequential action (if the injury was a result of failure to follow H&S instructions the pupil will not be allowed to take part in any future residential visits)
 - Party Leader and B Ingram should adjust the Risk Assessment ready for future trips

Severity of the incident	Action on the trip	Action in school
<p>Major Incident An incident that results in prosecution.</p>	<ul style="list-style-type: none"> • Ms Shepherd to be informed immediately; Chair of Governors to be informed by Ms Shepherd. (If either is unavailable their deputies should be informed). • Ms Shepherd to inform the parents • Staff on the trip to inform the rest of the party and keep them updated to prevent speculation. Pupils should not be allowed to ring home until parents of the pupil have been informed. 	<ul style="list-style-type: none"> • Staff in school should be informed as soon as possible. • A press statement should be prepared by Ms Shepherd and the Chair of Governors in case the incident results in press interest. • The school should be informed, if appropriate. • Staff and pupils should be prepared for press outside school and instructed not to give an interview, as a press statement will be provided.
<p>A Fatality</p>	<ul style="list-style-type: none"> • Ms Shepherd to be informed immediately; Chair of Governors to be informed by Ms Shepherd. (If either is unavailable their deputies should be informed). • Ms Shepherd to inform the next of kin of the deceased following advice from the police • Parents of pupils on the trip to be informed following advice from the police • A written report of the incident and the consequential action should be written by staff. • Staff on the trip to inform the rest of the party and keep them updated to prevent speculation. Pupils should not be allowed to ring home until parents of the pupil have been informed. • Staff on the trip will need to be prepared to provide support for the pupils at the same time as dealing with their own distress. • Early return home should be arranged if possible 	<ul style="list-style-type: none"> • Staff in school should be informed as soon as possible. • A press statement should be prepared by Ms Shepherd and the Chair of Governors in case the incident results in press interest. • The school should be informed. It may be more appropriate to inform in form groups since in a large group there is greater risk of mass hysteria. • If appropriate the police will be asked to provide a police presence outside the school gates • Staff and pupils should be prepared for press outside school and instructed not to give an interview, as a press statement will be provided. • A written statement should be prepared for pupils to take home • The Medway Critical Incident Policy should be used to enable support to be provided in school on return of the party. • If it is necessary to close the school advice from the police and LEA should be used to help the SLG and Governing Body decide when to re-open.