



**South Tyneside Council**



## **SOUTH TYNESIDE COUNCIL**

### **POLICY, PROCEDURES AND GUIDANCE FOR UNDERTAKING EDUCATIONAL & OFF SITE VISITS**

**Action to be taken on notification of  
accident or incident**

**Action to be taken on notification of accident or incident during an off site visit involving groups of young people from Children Adults & Families Directorate.**

- Record the details using form EV9 (included in this file)
- If EV9 is not available use the action card included in this file as a guide
- Make sure you have the name of the caller, the group leaders name (if different)
- Record the callers number and an alternative contact number if possible
- Inform the caller that you are going to contact a senior officer from Children and Young People's Directorate
- Contact a member of Children, Adults & Families Directorate senior management (see contact information in this file)
- Start an incident log (included in this file)
- Remain available to assist either the group leader or the Local Authority staff
- Do not discuss this incident with any members of the media
- Refer all requests for information to Children, Adults & Families Directorate senior management

## **Examples of Incidents**

**Incidents can be divided into three main categories:**

**Minor:** Late arrival or late return that could cause concern if not communicated effectively  
An injury that may require medical attention but not hospitalisation  
Overdue students under remote supervision who are quickly located using the planned strategies

**It would be appropriate for such incidents to be dealt with by the group staff and school/centre contact**

**Major:** Any injury to a group member requiring treatment in hospital (this is reportable under RIDDOR)  
Circumstances where a party member has been put at serious risk  
Any incident requiring the assistance of the emergency services  
Any incident in which the press or media are, or may become, interested

**It may be appropriate for these incidents to be dealt with by the group staff and school contact and the LA informed later. However any incident which may provoke press or media interest must involve the LA at the first opportunity**

**Disaster:** An incident in which one or more group members or staff are seriously injured or killed

The LA should be involved as soon as possible. In the event of a fatality the police must be involved and an investigation will be necessary. The scene of such incidents should not be disturbed until police permission has been obtained

For incidents occurring during working hours which require the Local Authority to be informed Group leaders are expected to contact are expected to contact The Children, Adults & Families Directorate directly.

## Local Authority Control Room

### **In the event of receiving a call for assistance regarding an educational visit**

Complete the incident recording sheet EV9 (see below), or obtain a fax from the reporting person of their EV9, or collect the following information:

- € Name of caller, present location, contact number
- € Description of the incident
- € Time and date of incident
- € Numbers and names of casualties (if known yet)
- € Ensure the group leader is in control and where they are now
- € Where are the casualties now
- € Where the rest of the group is now
- € Who is in charge of the rest of the group
- € Which emergency services have been alerted
- € What assistance is required from the school/centre
- € What do the group plan to do now

Tell caller you will be informing an LA officer who will contact them as soon as possible

Contact an officer from Children Adults & Families as follows:

### **OFFICER TO BE RESPONSIBLE IN CASE OF MAJOR ACCIDENT OR DISASTER**

Head of Change Management	Mike Conlon	Home	0191 5227497
		Mobile	07952410496

### **IN OTHER CASES**

Head of Change Management	Mike Conlon	Home	As above
		Mobile	

Home  
Mobile

Positive Activities Coordinator	Martin Simpson	Mobile	07951 961196
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**TO BE COMPLETED BY THE PERSON RECEIVING INFORMATION ABOUT AN INCIDENT**

Name of School/centre \_\_\_\_\_  
Where was the visit going to? \_\_\_\_\_

Name of caller \_\_\_\_\_ Position in group \_\_\_\_\_

Present location \_\_\_\_\_

Available contact numbers \_\_\_\_\_

Description of the incident \_\_\_\_\_

\_\_\_\_\_

When did the incident happen? Time \_\_\_\_\_ Date \_\_\_\_\_

Casualty details (if known yet) Numbers \_\_\_\_\_

Names \_\_\_\_\_

Is the group leader in control of the situation? YES / NO

Where is the group leader now? \_\_\_\_\_

Where are the casualties now? \_\_\_\_\_

Where are the rest of the group now? \_\_\_\_\_

Who is in charge of the rest of the group? \_\_\_\_\_

Which emergency services have been alerted? Ambulance Police Fire Mountain Rescue Coastguard

What assistance is required? \_\_\_\_\_

\_\_\_\_\_

What do the group plan to do now? \_\_\_\_\_

\_\_\_\_\_

Name of the school/centre contact \_\_\_\_\_ Phone number \_\_\_\_\_

This form completed by (name) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Information passed to (name) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## Educational Visits – Incident Log

Please use this form to help record any events during an incident (if the situation allows) or as soon as possible after the event. This may be dates, times, contact, medical information, first aid carried out or other pertinent evidence that may be required at a later date.

Venue	
Date	

Time	Event