

Educational Visits Policy

Written January 2019 – Review date January 2021

1.0 **Introduction**

- 1.1 The school, through this policy, wishes to enhance students' education and contribute to raising students' progress and achievement by providing opportunities for teaching and learning to take place in appropriate and relevant contexts and venues out of school.
- 1.2 Bradford Christian School is strongly committed to the added value of learning outside the classroom; some of which takes place beyond the statutory school day.
- 1.2 "Well managed trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool" – School trips and outdoor learning activities – HSE
- 1.3 Every young person should experience the world beyond the classroom as an essential part of their learning and personal development. Learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. The school aims to strike the right balance between protecting pupils from risk and allowing them to learn.
- 1.4 Visits during school time must have a sound educational purpose.

2.0 **Objectives**

- To ensure that students participate in school visits safely and securely;
- To ensure that students' learning is enhanced to maximum extent;
- To safeguard students' rights for equal opportunity to participate;
- To ensure a clear and unambiguous understanding by all staff of the rationale for approving applications to take students on visits;
- To ensure that responsibilities for staff are clear and that required formalities and agreements are adhered to.

3.0 **Monitoring and Evaluation**

- 3.1 This policy will be monitored by the School Business Manager in order to promote students' learning, progress and achievement and broaden their educational experience, protect their health and safety and safeguard their school-based learning.
- 3.2 Visits in school time need to be approved by the Senior Leadership Team (SLT) and meet pre-determined criteria below:-
- Enable, where possible all relevant students to participate, regardless of means;
 - Include an assurance that relevant guidance and statutory regulations with reference to the health, safety and supervision of students will be met in full;
 - Be included in the school calendar and notified to colleagues as far ahead as is reasonably possible;
 - Have due regard to the affect that the visit will have on other subjects in the students' curriculum and the affect the trip might have on the work of colleagues and take these factors into account in the planning;
 - Be directly related to the students' formal curriculum, or provide direct support for their learning in one or more of their subjects or the trip has a pastoral outcome or may be viewed as an opportunity for students to grow in their faith.

4.0 **Health & Safety**

- 4.1 The Management of Health and Safety at Work Regulations 1999, require that risk assessments be undertaken for each of the hazards identified in a situation, such that suitable and sufficient control measures can be put in place to minimise the dangers for students and staff.
- 4.2 The Headteacher, governing body and SLT have responsibilities and a legal duty to ensure that trips and visits are conducted in such a way that participants and staff are not subjected to unacceptable levels of risk to health and safety. This responsibility is delegated by the governing body to the members of the SLT and the Headteacher who will ensure relevant training is given to trip leaders and relevant staff regarding all procedures and protocols.
- 4.3 Trips and visits are tools that provide and maximise educational opportunities for young people outside their normal educational surroundings. The arrangements put in place to manage trips and visits must, therefore, recognise that these may include potentially hazardous activities.
- 4.4 An activity can become dangerous when certain factors, or a combination of factors, occur. These could include various elements such as weather, water currents, inexperience of young persons, indiscipline, the nature of the students, the unexpected, equipment failure, lack of effective safety controls, lack of training and experience of leaders or even interference by other parties (this is not an exhaustive list).
- 4.5 Risk assessments need to be thorough and well thought through and focus on real risks not risks that are trivial or fanciful so that the risks present are minimised. Generic electronic risk assessments are available for a range of visits on the Intranet in the educational visits policy folder. Staff need to be mindful that each visit is unique and the most important part of any risk assessment is the minimisation of any risks **specific to that particular visit**.
- 4.6 Prior to an educational visit taking place the Headteacher and SLT must:
- Be satisfied of the competence (training and experience) of staff to undertake and supervise the various activities;
 - Ensure that appropriate training is provided where necessary.
 - Ensure that a planning form and risk assessment form have been completed.
- 5.0 **Insurance and Finance**
- 5.1 Team leaders must make sure that their visit is adequately insured. Appropriate insurance taken out by the school includes travel cover for school visits in the UK. Additional insurance will be taken out for specialist trips abroad as required.
- 5.2 Full costings for the trip must be outlined on the initial Educational Visit Approval and Planning Form (Annex A) before the visit will be authorised.
- 5.3 A nominated individual must be responsible for the finances of an educational visits.
- 5.4 Bank accounts outside of school may not be used to hold money for educational visits.
- 5.5 Where payment for a visit is by instalments, parents must be given clear details of what the instalments will be and the dates on which they will be due. Students paying money in must do so to the members of staff responsible for the finance of the trip and must be issued with a receipt by that member of staff. The member of staff is responsible for paying money into the office.
- 5.6 A teacher who has agreed to collect money for an educational visit is legally responsible for the money while it is in his or her possession. If any of it is lost or stolen the teacher will be expected to make good the deficit. It is unlikely to be covered by insurance.
- 5.7 A record must be kept of receipts and payments and on completion of the visit the Headteacher must be provided with a balance sheet. For visits, which involve one off payments, e.g. theatre trip, it is sufficient to provide a list of names showing the amount paid by each student. After all bills have been settled any money left over must be returned to the parent/carer. In the case where the exact cost of the trip cannot be determined in advance, e.g. a visit abroad where fluctuations in the exchange rate may affect the overall cost, the cost should be overestimated and a refund given once all bills have been settled.
- 5.8 The safekeeping of spending money should be the sole responsibility of individual students and parents should be made aware of the fact.
- 5.9 The group leader should have access to sufficient funds for an emergency.

6.0 **Responsibilities**

- 6.1 **Trip Leader:-** One person, the trip leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. Leaders of educational visits must have previous experience of staffing educational visits.
- 6.2 **Other supervisory staff on the trip:-**
- Staff on school-led visits are employees of the school, whether the visit takes place within normal school hours or outside those hours;
 - Staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/carer would do in the same circumstances;
 - Staff and all other adults assisting the trip leader must consent and agree that the trip leader has full authority to reasonably direct their supervision of the students;
 - When leading visits, staff should abide by all laws and be aware that there may be local customs that should be considered.
 - Any educational visits abroad must include, where possible, a member of staff who has previously been involved in taking students abroad.
 - Any visit involving hazardous activities must be staffed by people with qualifications appropriate to the activities and take into account the guidance offered in 'School visits & Outdoor Activities' published by Bradford Council.
- 7.0 **Staffing**
- 7.1 The organisation of and participation in trips is a voluntary activity.
- 7.2 The school will ensure that there are appropriate supervision level at all times and no trip should have fewer than two employees of the school. The level of supervision agreed by SLT and is described below:-
- Primary EYFS 1 adult to 5 children
 - Years 1-4 1 adult to 6 children
 - Years 5-8 1 adult to 8 children
 - Years 9-11 1 adult to 12 children
- These ratios are minimum guidelines, and staff would need to consider if additional staffing is required during the risk assessment of an activity
(If the trip is overseas the ratio should be 1 to 8 unless the nature of the activity demands more generous staffing.)
- 7.3 Requirements for further adult supervision can be met by using existing staff, governors, parents/carers and volunteers. However, any person who has not had an enhanced DBS check should never be left in sole charge of students. In addition, it is important to mention that any duty of care cannot be handed over to a third party and so off-site instructors cannot be used in any ratio considerations.
- 7.4 In the case of residential visits there must be a designated deputy to the team leader, the identity of whom must be known to pupils, parents and other adults on the visit. The deputy should be involved in the preparation and organisation so as to be able to take over before or during the visit should it be necessary and will be responsible for communications at the visits residential base and is on call to parents in the case of an emergency.
- 8.0 **Procedures and Protocols**
- 8.1 Dates of proposed visits should ideally be submitted at least four weeks prior to the visit date. All proposals are made using the Educational Visit Approval Form (Annex A) and passed to the school business manager. If agreed, the visit is then entered on the calendar on hub and trip leaders will be notified by their SLT member. Trip leaders also need to complete a risk assessment (Annex B) for the trip using the Generic electronic risk assessments that are available on the Intranet in the educational visits policy folder. A copy of the final risk assessment should be filed in the folder in the school business managers office prior to the trip and the team leader should have a copy with them during the trip. The risk assessment in the school business manager's office should be updated with any new information following the trip.
- 8.2 Where appropriate it is recommended best practice that staff fulfil a reconnaissance visit to become sufficiently aware of any risks that may be undertaken whilst on the trip.
- 8.3 **Behaviour** - All students and staff who participate in trips and visits that are organised under the confines of this policy are governed by the same rules as regards to conduct and behaviour as those staff and students

who remain in school. As such, any behavioural incidents must be logged and consequences sought through the appropriate senior member of staff.

- 8.4 **Sporting Fixtures** - In line with DfE recommendations, the intention is not to limit any activity which may enrich the curriculum by insisting upon excessive health and safety restrictions. However, it is important that staff are aware of the medical and contact details of any students taken out of school to participate in sporting fixtures. Staff involved in extra-curricular sporting fixtures, will therefore ensure that medical details are obtained as appropriate. Staff taking fixtures must inform parents/carers of the venue of the fixture, timings of departure and return and provide parents/carers with an emergency staff contact for the fixture. This information should also be put on the school website on a regular basis.
- 8.5 **Letter to Parents/Carers** - A draft letter should be prepared for parents/carers including a brief agenda of the visit and detailing any special risks. Parents/carers will need at least two weeks' notice in order to pay any contribution. When there is no charge, parents/carers must still be notified and must sign a permission slip.
- 8.6 **Permission Slips** should be collected by the school office and retained by the school office. If the school has not received written permission from home before the day of the visit the school reserves the option to not take the pupil on the visit. A list of **daytime contact/emergency phone numbers for each student and member of staff** should be collated by the trip leader, and circulated to the visit supervisory staff.
- 8.7 **Vehicles** - Where possible the school minibuses should be used for all trips. Any trip which includes the use of a staff/parental owned vehicle needs to be risk assessed as appropriate. In these cases, the driving licence, valid MOT and proof of ownership for the vehicle in question will need to be provided to the office and parents/carers will need to be made aware that staff/parental vehicles will be used. The school insurance company will need to be phoned to agree full coverage once all details are known.
- 8.8 **Medical Kit** -
- The team leader should ensure that an appropriate first aid kit is taken on the trip. A kit is available from the staff room. This kit should be checked before the trip to ensure it contains adequate supplies. A member of staff on the trip should be made responsible for First Aid.
 - On trips abroad the trip leader should have duplicate medication for those students who are on prescriptions. In this country the trip leader should check before departure that a student is in possession of their prescribed medication.
 - On trips abroad the trip leader must have written permission of the parents for their child to receive medical attention in an emergency and they must keep those permissions in their possession. Each student must provide the trip leader with an European Health Care Card (EHIC).
 - Parents should provide their child with appropriate travel sickness medication/intervention if they feel it is necessary. For younger children on non-residential trips these should be administered to the child by the parent before leaving. Staff should not hand out travel sickness tablets or any other kind of medication on their own initiative including paracetamol.
- 8.9 **Supervision** –
- Staff are responsible for students in their care whilst on a school visit for 24 hours a day, 7 days a week. The responsibility is not lessened because the duty is undertaken voluntarily.
 - It is a professional duty for a teacher to maintain good order and discipline of pupils and safeguard their health and safety, not only in school but also when they are taking part in authorised activities elsewhere.
 - Regular roll calls should be made to check no student has gone astray especially after rest stops on journeys and before students retire.
 - On visits in general where students may be given free time without supervision the party leader must obtain from parents a signed acknowledgement that this is the case. Students may not have unsupervised free time on mountains, on beaches or by rivers, lakes, canals or any deep water or in large urban areas or any other high risk area as identified on the visit risk assessment. When free time is given without supervision it must be limited and students must be made aware of where they can find a member of staff. No student will be allowed to spend free time alone, free time will always be at least in pairs.
 - When a visit involves an overnight stay one or more staff must be on duty regularly checking on students until they are asleep. Such a duty must not be carried out by a teacher of the opposite sex to the students.
 - Students must be aware of where they can contact a member of staff during the night.
 - Students must be made familiar with the fire and emergency procedures of their residence on arrival.

- Ground rules must be made clear to students and parents before the visit takes place.

8.10 **Support**

- For any visit running outside of school hours a senior member of staff and the Designated Safeguarding Lead(DSL) must be on call. The senior member of staff/DSL must be prepared to join the trip in the event of a major problem and therefore must ensure that he/she has an up to date passport.
- In the case of all educational visits the party leader must provide the senior member of staff with a list of emergency numbers and addresses of all those on the visit including staff and must carry with them a contact number for the senior member of staff.

8.11 **Mobile Telephones**

- It is advisable that each member of staff carries a mobile phone with them at all times during trips. Each member of staff on the trip should be advised of the other staff members telephone numbers and the school office should also hold the list of numbers. All mobiles must be kept charged and on during the trip. They must be checked regularly for messages – remember there could be an emergency in a family which necessitates contact with a member of your group. Any costs entailed by calls relating to the trip made on staff's personal mobiles will be reimbursed
- The contact number during school hours will be the office number.
- Outside of school hours the number will be that of one of the members of senior management.
- Where a school visit involves more than one vehicle it is advisable to have a phone per vehicle.
- Explain to students that mobile phones can only be used at the times designated by staff;

8.12 **Day of the Visit**

- A member of staff will always be available to supervise students awaiting collection by their parents/carers, until the last one has safely departed;
- Whilst on the journey or before the journey departs, staff responsible for groups of students involved **must** brief the students as to the risks that will be undertaken that day and how they can be minimised. These risks should have been identified on the risk assessments;
- Additional student safeguarding arrangements should be in place for trips to London – all students must have the mobile telephone contact details of the trip leader;
- The trip leader is responsible for checking the attendance of students and must not depart before he/she is sure that everyone is accounted for. The trip leader is responsible for communicating the names of any missing students from the trip to the school office.
- If any student has not arrived by the due departure time, the trip leader is entitled to depart but he/she **MUST** inform the school office or the emergency contact of this situation;

8.13 **Emergencies**

- A situation is deemed an emergency if an event occurs which involves the health, safety and wellbeing of students and/or adults where school and/or parents/carers should be told;
- The trip leader is responsible for decisions and action taken in an emergency situation. It is therefore the responsibility of accompanying staff to keep the trip leader informed of any situation that might be deemed an emergency;
- All staff on an educational visit must be prepared to deal with accidents as well as major emergencies. If an accident occurs the priorities:
 1. To attend to the victims;
 2. Safeguard the welfare of the rest of the group;
 3. Inform everyone who needs to know about the accident.
- There must be no communication with the media by staff and staff should take steps to ensure that the media are unable to communicate with students. Under no circumstances must the name of anyone injured be divulged to the media. Any contact with the media will be either through the Chair of Governors or the Headteacher after they have had chance to consult about the matter. After attending to the immediate needs of the victims and establishing the nature of the injuries the party leader should contact the senior member of staff on call and provide the following information;
 1. Names of persons involved.
 2. Nature of the incident

3. Location, date and time of incident
 4. Details of any injuries
 5. Action taken so far
 6. An alternative contact number to the mobile (if possible at that stage)
- If a problem arises during school hours where advice is needed or information needs to be given, the trip leader should ring the school and ask for a member of SLT
 - If a problem arises outside school hours, unless it is a simple delay, the trip leader should ring the emergency contact. The emergency contact should make other SLT members aware as necessary;
 - If a problem arises and students have access to telephones, the trip leader should try to ensure that students **DO NOT** telephone parents/carers, unless instructed to do so. All contact with parents/carers should be made via the school or the emergency contact.
 - As soon as is practicable the party leader should write down the relevant details, including those obtained from other members of the group and include in the notes the details of any witnesses. Accident forms will need to be completed on return to school.
 - In the case of a serious emergency the party leader may see fit to request the presence of a senior member of staff or the Headteacher may decide to send a senior member out to assist.
 - If the party leader is injured in an accident then the deputy leader must take over. If both are injured then the most senior member of staff must take over.

8.14 **High Risk Activities**

- The nature of the activities should be made clear to parents before departure and they should sign a return form showing that they are aware of what is involved in the trip and what the relevant risks might be. Consideration must be given to the advice contained in 'School Visits & Outdoor Activities' published by Bradford Council.
- On trips involving high risk activities the party leader must ensure that staff are suitably qualified. Where activity coaches are being provided, the party leader must establish the nature of their qualifications and satisfy him / her that they are appropriate and also whether they have been security vetted (DBS). The party leader must also establish the ratio of qualified activity coaches to participants for each high risk activity being undertaken.
- It is the party leader's responsibility to ascertain the availability of local First Aid and Rescue facilities.

8.15 **Use of School Minibuses**

- Drivers must be 21 years of age and have held a full, clean, current British licence to drive a motor vehicle of the appropriate class for a minimum of two years and have no offences listed or points shown. If an individual has points or convictions pending the office must be informed immediately to enable them to check if the insurance company will still allow the individual to drive the minibus.
- The school caretaker will make basic weekly checks on the vehicle to check that it is roadworthy.
- The driver must report any defects found to the office and ensure the general cleanliness and tidiness of the vehicle.
- A member of staff must not drive if ill, suffering from fatigue or if under the influence of medication.
- The number of people being carried in the minibus must not exceed the number of seats available.
- On any journey the driver must ensure that the aisles are free from obstruction, the doors are secure, students are wearing seat belts, students remain seated whilst the vehicle is in motion and any loose items are secured.
- Drivers should plan their journey and carry a map when they are travelling unfamiliar routes. They should have a reflective jacket available to them in case of breakdown.
- The combined number of hours worked, including school time and driving time must not exceed 13 hours in one day. A driver who has worked up to the maximum of 13 hours must have 10 hours rest before driving again.
- On long distance journeys the driving must be shared with another driver.
- A break of at least 30 minutes must be taken after five hours thirty minutes of driving.
- In the event of a traffic accidents or vehicle breakdown ensure the procedures described in Annex C are followed.

8.16 **Hire of minibuses / coaches**

Department of Transport safety regulations require minibuses and coaches used to transport children to have seat belts. This being the case, any coach or minibus used to transport students must have seat belts fitted. Hired minibuses must be fitted with forward facing seats of the high backed type and have seat belt of the lap and diagonal type.

9.0 **Review**

9.1 This policy has been written taking into consideration the following documents:-

- Keeping children safe in education Sept 2018
- School trips and outdoor learning activities HSE June 2011
- The Management of Health and Safety at Work Regulations 1999
- Health and safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies February 2014
- 'School visits & Outdoor Activities' published by Bradford Council.

9.2 This policy was written in December 2014 and is reviewed on a bi-annual basis. The next review of this policy will be January 2021.

Formally agreed through Governors compliance:	20th June 2019
Signed Andrew Taylor – Chair of Governors	Andrew Taylor
Signed Phill Moon – Head Teacher	Phill Moon
Review Date:	January 2021



Educational Visit Approval and Planning Form

(To be attached to risk assessment form and filed in School Business Manager's office)

Trip Venue and Address	
Proposed Dates & times	
Trip Leader	
Year group (Detail which year groups will be involved and the number of children to take part)	
Planned staff for trip (state staffing ratio to be observed and if known staff who will take part)	
Purpose of visit	
Proposed Activities / Programme (specifically describing any high risk activities)	
Transport Arrangements	
Total cost to school	Cost of hire/entry admission Cost of transport Cost of insurance

Presented to SLT for agreement (insert date):

SLT Agreement (insert date):

Signed by appropriate SLT member:



School Visit Risk Assessment Form

Visit Venue		Trip Leader	
Dates of Visit		Staff taking part in visit	
Date Risk Assessment completed		Risk Assessment completed By	
Date Checked + signed off by SLT		Signature of SLT Member	

Number of students taking part:	
Name of the designated first aider for the visit	
Note any students with medical conditions and precautions taken	
Note any students requiring medication administering during visit	
List any high risk activities that students will take part in and qualifications of those leading these activities.	
Does the venue provide a generic schools risk assessment? (If available please attach to this document)	
Does the venue have procedures for safeguarding children ? (If available please attach to this document)	

Significant Hazards (List what could cause harm)	Who might be harmed (eg staff, children, certain groups)	Likelihood of harm (Remote, Very Unlikely, Unlikely, Possible, Very Likely)	Control Measures (How can the risk be minimised)	Residual Risk (After controls are implemented Remote to Very Likely Scale)

Following the visit note any accidents or incidents in the box below:

Accidents:

Make a note of any accidents that happened on the visit:

- Include details of how the accident had occurred and had it been foreseen to have been a possible accident that may have occurred. If so, what steps had been taken to inform pupils and minimise the possibility of the accident occurring.
- What first aid had been administered and what steps have been taken to monitor the pupils physical condition for the rest of the visit?
- If it was considered necessary to take the pupil to hospital, please give details.
- Where parents notified of the accident during the visit? If yes, give details of any action agreed with the parent or guardian.
- If the parent or guardian was informed after the visit, give details including the response of the parent/guardian.

Incidents or safeguarding concerns:

Make a note of all incidents that happened on the visit:

- Any safeguarding concerns should be reported immediately to the DSL using the school office number.
- This should include incidents where a pupil or group of pupils were warned about their conduct or behaviour with advice given or steps taken during the rest of the visit to counter behaviour or an incident that occurred.
- It should also include incidents which involved members of the public or any authority involved in incidents on the visit.
- Include details of how the incident occurred and had it been foreseen to have been a possible incident that may have occurred. If so, what steps had been taken to inform pupils and minimise the possibility of the accident occurring.
- Record the details of the incident and any action that was taken that would affect the rest of the visit.
- Were other authorities involved as a result of the incident? Please give details.
- Where parents notified of the incident during the visit? If yes, give details of any action agreed with the parent or guardian.
- If the parent or guardian was informed after the visit, give details including the response of the parent or guardian.

Traffic Accident Procedure

What you should do:

1. Stop in a safe position and switch off engine
2. Switch on the hazard warning lights
3. Assess the immediate safety of the passengers
4. Where the circumstances require, allocate an appropriate person to warn oncoming traffic.
5. Assess the immediate injuries to the passengers or other persons. Remember that shock or concussion may not be immediately apparent, but may become so subsequently and will require treatment.
6. Normally the passengers and vehicle should not be moved, however, if there is danger from fire or further traffic accidents, evacuate the vehicle and ensure that the passengers are moved safely away from the vehicle and the road.
7. If fire breaks out, evacuate the passengers first. Remember that a fire extinguisher will only provide a temporary respite. Use the battery isolation switch and/or furl cut out switch (where fitted) but remember these may not halt a fire that has already begun. Be aware of the danger of exploding fuel tanks
8. In evacuation on motorways people should be directed away from the hard shoulder to avoid the slip stream of passing vehicles and the possibility of collision.
9. When evacuating a minibus:-
 - allocate someone to ensure that passengers do not wander
 - call the emergency services if required
 - apply first aid to the limits of your ability
 - ensure that passengers are as warm as secure as possible
10. In cases of injury do not move the vehicle until authorised to do so by the police
11. If the police consider that a safety check needs to be carried out immediately, then you should not attempt to move the vehicle until the check has been completed. If the police inform you the vehicle is not roadworthy do not attempt to drive it
12. As soon as possible notify the school of the incident and circumstances and any arrangements being made for the vehicle and occupants.

Your legal obligations

1. If you are involved in an accident whereby;
 - personal injury is caused to any other person (other than yourself)
 - damage is caused to any other vehicle (including motorcycles, bicycles etc)
 - injury is caused to any animal not in your vehicle
 - damage is caused to property (including roadside property, e.g lamp posts)

You 'shall stop' and give to anyone having reasonable grounds for requiring them:-

- your name and address
- the vehicle's registered owner's name and address
- the registration number of your vehicle
- insurance details – but see below

The requirement that you 'shall stop' has a wider meaning in law. It means you must stop the vehicle and remain at the point for such a period of time as, in the prevailing circumstances and having regard in particular to the character of the road and place where the accident happened, to provide to persons who have the right, information under Section 170 of the Road Traffic Act 1988.

Drivers need to be aware therefore that if they have an accident and only stop momentarily, not giving any other interested party time to approach your vehicle, they have not "stopped" in law and this is a serious criminal offence. If for any reason you do not give your name and address, then you must report the accident to the police as soon as is reasonably practicable and in any case within 24 hours.

2. If a person or animal is injured the police must be informed and you will need to produce;
 - your driving licence
 - the vehicle's certificate of insurance
 - the vehicle's MOT test certificate , where applicable
3. If no police officer attends the scene of the accident you must report the accident to the police as soon as reasonably practicable and in any case within 24 hours. Take the above documents with you.
4. If a police officer attends the accident and you don't have these document(s) with you, you must produce them at a police station which you nominate, within 7 days of being asked.

Drivers need to be aware of the following

1. Any person having reasonable grounds may ask for details of your name, address and those of the vehicle's owner. The police may ask to see the certificate of insurance.
2. Reporting to the police need not be in the form of a written statement; it is sufficient to give;-
 - details of the vehicle involved
 - time and place of the accident
 - name of persons injured, if known
 - name and address of registered owner
 - your own name and address
3. An accident is not just a collision with your vehicle but can arise due to the presence of your vehicle on the road; it can be a vehicle avoiding your vehicle and colliding with another vehicle, pedestrians, animals or property.

Police Statements

If an accident has occurred, you may feel upset or unwell and may not be thinking as clearly as in normal circumstances. You may be approached by the police immediately after an accident and asked to make a statement. If staff are asked to give a statement they may wish to discuss the matter first with a member of senior management, if appropriate, and/or obtain legal advice. If you should decide to make a statement, before doing so inform the police officer that you wish to have a copy as soon as possible. Make sure that you read the statement carefully before you sign it.

Reporting of injuries and Accident

All accidents involving injuries must be reported to the police and your insurers. Accidents resulting in personal injury must be reported using the normal accident report procedures. Accidents not involving injuries must be reported to your insurers.

What to do if the minibus breaks down on the motorway

- If practicable, leave the motorway at the next exit and seek assistance. Otherwise pull safely off the carriageway onto the hard shoulder.
- Try to stop near an emergency phone. These are positioned at the nearside of the hard shoulder at intervals of one mile. You may "coast" along the hard shoulder to reach one. White posts positioned every 100 metres have an arrow indicating the direction of the nearest telephone.
- Park as far to the nearside of the hard shoulder as possible.
- Switch on the vehicle's hazard warning lights and at night switch on all other lights including saloon lights.
- If possible get all the passengers out of the vehicle using the near-side exits.
- Keep passengers well away from the carriageway, preferably on the embankment.
- DO NOT CROSS THE CARRIAGEWAY
- If your vehicle carries an emergency triangle position it on the hard shoulder 150 metres behind the vehicle.
- Phone the police. The emergency phones are free and connect you directly with the Motorway Police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location is known.

What to do if your minibus catches fire

- Stop immediately and switch off the engine.
- Leave the gear stick in neutral in case of accidental engine re-ignition.
- Engage fuel cut –off switch, if fitted.
- Get the passengers out and away from the vehicle, closing the vehicle doors behind them.
- Call the emergency services.
- If you have time, remove the ignition key, engage battery isolation switch if fitted, close all windows and if you think there may be an engine fire, release the bonnet catch but **DO NOT OPEN THE BONNET**.
- Tackle the fire **ONLY IF IT IS SAFE TO DO SO**.
- When the emergency services arrive, inform them if there is a hazardous load on board, for example, gas canisters.