

THE MANAGEMENT, SAFETY AND SUPERVISION OF CHILDREN ON TRIPS OUT

Date September 2016	Review Date September 2018	Coordinator Claire McCarthy	Nominated Trustee EC&T Committee
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Introduction

This policy provides a checklist of those things that should be done by staff when organising a trip out of school for the children.

Aims

(include the intended impact on the children)

Staff taking children out of school should be aware of their responsibilities and should ensure the trip is well planned in advance, that it is well supported, that those participating are safe and that the trip provides as far as possible a positive experience for all involved. It is accepted that there is always an element of risk and that this is what we work with. Following the detail in this policy and the attached guidelines should keep trips within the reasonable limits of risk that the school accepts.

Procedure

ALL TRIPS OUT

- Staff are responsible for the safety and welfare of the children. One person has overall responsibility for the trip. Those on the trip should all be clear about who is ultimately in charge if a difficult decision needs to be made.
- You should always check out a venue before you go there with a group. A risk assessment should be completed before you take children to the venue. A competent person accompanying you on any exploratory visit can help you to identify hazards, and assist you if you get into difficulty. If in the last resort, a pre-visit is not possible then the group leader should obtain information in other ways in order to prepare adequately for the visit. Locations that have been visited before should already have a risk assessment, which can be found in the risk assessment file in reception. Otherwise risk assessments should be requested from any venues to be visited. It is important to check that the risk assessment is up to date.
- It is important that the staffing level is appropriate for all aspects of the type of trip, transitions and destination. Some trips will be more anxiety provoking for certain children than others.
- The staffing levels should reflect the needs of the child group being taken. The needs of the individual children should be thought about as well as the impact of putting them in a particular group.
- For class trips, including Forest School trips, one member of staff needs to hold the role of coordinator, with responsibility for knowing where all of the children are at all times.
- All staff should carry their School Identity Cards.
- At least one mobile phone should be taken on the trip to enable contact in difficult situations to the school or visa versa. The phone should be switched on and the school aware of the number of the phone taken.
- It is important to anticipate how children will respond to the periods before going on the trip and on return. Planning should also include these periods of time.
- Close attention to the individual risk assessments in each child's ITP is required to ensure that staff are aware of all issues contained within it.

- Consideration should be given to the needs of the children whilst out on the trip. This will include:
 - Clothing requirements (As well as thinking about the child's needs back at school, once the trip returns and the need for clothing for a weekend home or holiday if the child will return with dirty clothes)
 - Medication. It is important that appropriate and sufficient medication is taken, as well as the appropriate sheets for recording. Staff should be aware of any drug administration protocol.
 - Food should be ordered well in advance from the kitchen team.
- The cost of the trip should be calculated and the appropriate finance arranged from the senior administrator giving plenty of notice.
- If any child is in Individual Therapy, the organiser needs to liaise in advance with the relevant therapist. Negotiation needs to happen to best meet the needs of the child.
- Relevant transport should be arranged in advance and staff should be familiar with the vehicles and the school's transport policy. Check that there is enough fuel in the vehicle before departure and on return. (at least a quarter full)
- Clear communication should be made to all those who may be affected, about the trip. This should be in the form of a 'trips-out' pro-forma.
- Details of the trip, once arranged, should be put in the whole school diary with the times of departure and return as well as the destination and transport booked.

In addition for Residential Trips:

For all residential trips the group should in addition to the above, ensure that the staff use School Pod to log and record incidents as required within the policy. If there is no on line availability log books should be taken to take a record and the details written into School Pod at the earliest opportunity

Role of the Management Team

All trips out should be with the knowledge and approval of a manager. Risk assessments should be signed off and planning approved. Overnight trips should be discussed at the School Co-ordination meeting, approved and signed off.

Role of Staff

SPECIFIC ACTIVITIES/TRIPS

Water Safety in the Sea or Lakes

The following rules will help reduce risk when undertaking these activities planned in advance. Staff should be very wary of allowing children to paddle or bath as an impromptu activity, as inevitably these circumstances are less planned and therefore present higher levels of risk. Staff should:

- Ensure that all are aware of the children's swimming ability.
- Be aware of the weather forecast and conditions.
- Thought should be given to changing facilities and toilet arrangements for girls and boys to respect privacy.
- Be aware of any local conditions such as currents, weed, rip tides etc.
 - Bathing should only take place in areas, which are marked by safety flags, clear Local Authority signs or where Life Guards are in operation. Look out for warning signs:
 - A red flag means it is unsafe to swim
 - Yellow flag means that lifeguards are on patrol in the area between flags
 - Black and white flag means it is an area used by surfer and not suitable for swimming.
 - Designate a safe area for use by the group.
 - The ratio of children to adults should be a minimum of three adults to 9 children. It is

essential for adults to identify who will supervise the whole group and who will keep their eye on certain children.

- Two adults should be in the water in direct contact with children
- One adult should remain at the water's edge to observe the movements of children. This is the lifeguard.
- Children should be clear about expectations and boundaries, i.e. not going past marker buoys, before entering the water.
- Children should be clear about how to signal distress and how they will know when to come out of the water.
- Staff should carry out regular head counts.
- Staff should not become involved in children's games. Staff must focus on their observation and safety roles at all times.
- Any child who is unable to listen/manage any safety instructions should not be allowed in the water or to remain in the water if already there.
- Ensure if a child is getting cold that they leave the water immediately. If fingers or toes look cold or numb this could suggest the onset of hypothermia.
- Remember that a child in difficulty is unlikely to wave or shout, as all their efforts will be in trying to remain afloat.

Similar rules should be followed if children are paddling at the water's edge. It is possible to drown in very shallow water. Any signs of distress should always be taken seriously.

Farm Visits

"There is a seasonal increase in the number of cases of E.coli 0157 infection, and there is a link between farm visit and infection in young children. This means that some simple and sensible precautions should be taken." – Chief Medical Officer – 12 April 2000

Group Leaders should check the provision at the farm to ensure that:

- Eating areas are separate from those where there is any contact with animals.
- There are adequate clean and well-maintained washing facilities.
- There is clear information for visitors on the risks and precautions to take.

Ensure that children:

- Are well supervised when they have to wash their hands.
- Wash their hands thoroughly immediately after touching animals and before any eating or drinking.
- Do not place their faces against animals.
- Do not put their hands in their mouths after touching the animals.
- Do not eat or drink whilst going round the farm.
- Do not sample any animal foodstuffs.
- Do not play on or tamper with any unauthorized farm machinery.
- Do not play in any unauthorized farm area.

Role of Parents / Carers

Day to day trips that enhance the social and educational experience for the children are approved by parents and carers through the signed permission slips completed on referral. Longer or overnight trips must be approved using specific permission slips sent out in preparation for the event.

Other Specific Policy Detail

CAMPING – An Aid for Leaders

Each year we organise some fantastic camping trips for the children, and they have generally been very successful, however we also tend not to learn from the mistakes of previous years. The following is not intended to be patronising or persecutory but simply to help first time organisers or as a reminder to the vets!

1. BE SAFE

- Make sure you are properly covered/qualified to do all activities planned e.g. -sea swimming, hill walking.
- Get photocopies of certificates as Lifesaving may be needed
- Make sure you have a First Aider with you, know your emergency procedures
- Logbooks
- Medication
- Medical records
- Allergies
- Know the nearest A&E

2. BE ORGANISED

- Divide the planning into areas such as FOOD, CLOTHING, TRANSPORT, BUDGET, and EQUIPMENT Refer to the food/kit list. (Attached)
- Assign an area to each member of your team and check all is done before you leave
- Have a check list for when you are packing the vans (it is amazing how many times essential kit has been left in the car park!)

3. KNOW YOUR AREA

- Always useful to know what resources are available in case of bad weather or unexpected circumstances
- Choose somewhere you've been to before. For a new area take some time to check out the area or do some research before you go
- Check for risks - be aware of high-risk areas e.g. cliffs, water, roads.

4. KNOW YOUR TEAM

- Enthusiasm is essential!
- Make sure you make time to check in with your team before you go, discuss issues that might arise e.g. different expectations, bedtimes breaks, smoking
- Delegate responsibilities and support and encourage people to get things done in plenty of time

Helpful Tips from seasoned campers:

- See a Secretary to get permission slips as those need to be out to parents / carers /

social workers (for children in care) well in advance so replies get back in time.

- Check in with Rosie about available equipment ASAP we have a limited amount
- Use a disposable BBQ. Remember the matches
- Use a local fish and chip shop. Know the opening times.
- Plan an easy but fun activity just before you travel back as an incentive for getting packed up

Include information on:

- Destination
- Estimated travel time there and back.
- No. of children and adults
- Estimated budget
- Accommodation type
- Equipment needed from the school
- Transport needed from the school
- Activities Planned.
- Please give as much information as possible no matter how silly.

Make sure you duplicate all paperwork needed.