

(Book 2)

**The Management, Safety & Supervision
of Children on Trips Out**

Last Review June 2022	Next Review June 2024	Review Frequency Every 2 years	Coordinator Head of Group Living	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

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 that 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 of the venue and activity 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 to prepare adequately for the visit. Locations that have been visited before should already have a risk assessment, which can be found in the 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 and vice 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. Particular attention needs to be paid to risks in relation to supervision, risk of going missing, risks in relation to activities, risks in relation to travelling in vehicles and risks in relation to particular dynamics in groupings or particular peers.
- 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 with the departmental budget holder 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 (leave the vehicle with at least a quarter tank of fuel).
- Clear communication should be made to all those who may be affected by the trip.
- 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.
- The staff member responsible for coordinating the trip must complete a 'Trip Planner' form. The completed Trip Planner form should be left in the tray in reception and it will then be scanned and stored in the trip planner folder on the T-Drive. The Trip Planner form can be found here:- [Trip Planner](#)

In addition, for Residential Trips:

For all residential trips the group should in addition to the above, ensure that the staff use ClearCare to log and record incidents as required within the policy. If there is no online availability log books should be taken to take a record and the details written into ClearCare 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 Leadership Team meeting, approved and signed off.

Role of Staff

SPECIFIC ACTIVITIES/TRIPS

Water Safety in the Sea or Lakes and Rivers

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 bathe 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 in the sea 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. A risk assessment of the environment and location must be undertaken in advance.

Staff need to be aware that 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

Parents and carers are required to provide signed permission for their child to attend day-to-day trips and activities and longer/overnight and camping activities that take place. Signed permission slips are stored on the child's file held in reception.

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. Over the many years of running camping trips a level of knowledge and experience has been acquired which can be usefully shared. The following provides a helpful reminder and offers guidance when organising camping activities:-

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.
- Assign an area to each member of your team and check that all that needs to be done has been completed 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

- It is always useful to know what resources are available in the area in the event of bad weather or unexpected changes to circumstances.
- Choose somewhere you have been to before. For a new area take some time to check out the area and 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.

5. KNOW THE CHILDREN IN YOUR GROUP

- Make sure you and all members of the team have been allocated time to read the children's risk assessments and have confirmed that they have read and understood each child's risk assessment
- Make sure you have made adequate arrangements to minimise the risks in relation to individual children's presenting risks and make sure you have adequate knowledge of triggers for each child i.e. ability in relation to particular activities, dynamics between peers, risk of going missing, risks in relation to travel in vehicles, sexualised behaviour, levels of supervision required
- Ensure all adults are aware of their responsibility in terms of supporting, supervising, having eyes on named children
- Be aware that when children are experiencing a different and positive experience with adults outside of the normal school routine, adults are at risk of being lulled into a false sense of security. While enjoying the experience with the children, adults must not be drawn into relaxing boundaries or deviating from the child's risk assessment.

Helpful Tips from seasoned campers:

- Liaise with the School Secretary in order that information letters can be sent to parents / carers / social workers well in advance.
- Check you have all equipment required ASAP. If equipment needs ordering this should go through Georgie / Nigel in good time.
- 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.
- Number 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.