

Supervision on School Journeys Policy

Purpose

- To ensure safety of the children and to add to their interest and enjoyment.

Definition

- No visits shall be undertaken if it contradicts the cultural norms of the community.

Responsibility

- It will be the responsibility of the Head Teacher to ensure the safety of the children and to plan the programme.

Procedures

Parental Permission:

- No child will be taken out of Leicester without prior permission of parent/guardian.
- Form PPS 09 (Educational Visit) shall be completed by all parents.
- Trips within school time will be notified to the parents.
- Parents/guardian shall have the right to withdraw their child if they wish to do so.

Supervision:

- All children will be kept under close supervision at all times.
- The children will be put into definite groups with supervisors.
- The supervisor will be responsible for the group undertaken.
- No one under the age of 18 will have responsibility over a group of children.

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- A list of children will be made and a duplicate copy will be taken on the trip.
- Children will be checked at regular intervals.

Safety:

- There will be a qualified First Aider within the group.
- A First Aid Kit will be carried at all times.

Insurance:

- Adequate insurance shall be obtained.

Vehicles:

- Vehicles used will be properly licensed, inspected and maintained.
- The vehicle shall have appropriate safety restraints.
- Minibus drivers will have to be over the age 21 years and will have proper a passenger carrying licence.

Staffing:

- For trips inside or outside of Leicester the ratio for Primary children shall be 1:5 (1 staff supervising 5 children) and the ratio for Secondary children shall be 1:10 (1 staff supervising 10 children).
- Whilst being transported, there shall be a minimum of one adult per vehicle excluding the driver.

Documentation

- Educational Visit Form.
- Educational Visit Check list & Authorisation.
- Risk Assessment.

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The school will exercise appropriate supervision of students leaving the school site.

Staff are advised to read other sources of school documentation which addresses associated issues such as Health and Safety Policy.

Students involved in the outing are entered into the "outing" book, located in the school office. This serves as a means of recording who is, and who is not, on the premises in the event of a fire evacuation.

It is important that students who are temporarily away from the school site remain under the overall responsibility of an identified member of staff, and that they are able to contact a member of staff in an emergency.

Students involved in off site visits are to wear I.D Badges detailing the school telephone number and the student's name.

All staff on visits out should have access to a telephone (mobile phone) or be prepared to reverse charges in a call to the school.

A count of the students is made at regular intervals and always before a mini-bus leaves a venue. If a student(s) is/are discovered as missing then a search of the area is taken by the member of staff.

If the missing student is not located then the staff member should:

- Notify the police and provide them as precise a description of the student(s) as possible, the last known whereabouts of the student(s) and supply the police with any other details they may require.
- Notify, if appropriate, staff at the venue that is being visited and ask them to initiate their lost child protocols.
- Notify the Head Teacher/Administrator at the school and act on any instructions.
- The Head Teacher will notify the student's parents.

The Member of staff initiating the search should remain in site until the police or assistance from school arrives, in case the missing student(s) should return.

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In such stressful circumstances it is important that staff remain as calm and collected as possible.

It is important that following an incident, the issues that arise are addressed for example:

- Talk through the incident with the student(s) involved emphasising the worry that was caused.
- Discuss in supervision the incident.

It is advised that staff : pupil ratios for organised trips inside or outside of Leicester the ratio for Primary children shall be 1:5 (1 staff supervising 5 children) and the ratio for Secondary children shall be 1:10 (1 staff supervising 10 children). The school would be expected to exceed these ratios if the safety and welfare of the pupils required it.

At Leicester Community Academy identifiably high risk activities that students participate in are competently supervised and accompanied by adequate and appropriate safety measures. The School will also choose those venues that cater for disabled pupils.

The NCSC believe that it is likely that Licensing is to be required where a commercial company or local authority provides activities such as:

Camping, canoeing, caving and potholing, climbing, flying, gliding, parachuting, ballooning, par ascending and hang gliding, hill walking and mountaineering, horse riding and pony trekking, orienteering, sailing, surfing, sea swimming, snorkelling, sub aqua, windsurfing, trampoline.

Before engaging in any of the above activities the following points should be considered:

- Experience and expertise of staff.
- Age and ability of students.
- The activity undertaken and the risks involved.
- The remoteness of the area in which the activity is taking place.

The school involves parents when deciding on the suitability of students' involvement in an activity that carries a greater degree of risk. Examples of this are:

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