

Residential Trips Policy 2018

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| Name of the Policy | Residential Trips Policy |
| Author of the Policy | Cathedral Primary School |
| Date approved by Governors | Nov 2018 |
| Date to be reviewed | Biennially – Nov 2020 |

Introduction

Cathedral Primary School understands that residential visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on residential school trips.

Aims

The aims of residential visits are to:

- Enhance curricular and recreational opportunities for pupils
- Provide a wider range of experiences for pupils than could be provided on the school site alone
- Promote the independence of pupils as learners, and enable them to grow and develop in new learning environments.

Code of Conduct and Behaviour for Pupils

On all visits pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the School. As far as possible, normal school rules apply.

Pupils and parents should agree to the following as a minimum:

Pupils carrying out the instructions of the Group Leader and Staff at all times.

Local/National laws apply at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the trip leader should discuss with other staff present the possibility of excluding that child from the activity.

Code of Conduct and Behaviour for Staff

The safety of the party, and especially the children, is of paramount importance. During any activities staff must take whatever steps are necessary to ensure that safety. This includes taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

The consumption of alcohol is not permitted whilst responsible for children.

Meeting with parents and pupils before departure

It is good practice to invite parents of pupils going on a visit, accompanied by the pupils themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered.

Parental Consent

No pupil may go on a visit without parents having given their consent via googleform.

Parents must give this consent on the basis of having been fully informed of the arrangements for the visit.

They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements.
- Any hazardous activities, the supervision provided and the risk assessment.
- Details of any period of 'remote supervision' and the control measures in place.
- Insurance arrangements including insurance for hazardous activities. Policy schedules must be provided as appropriate.
- Medical arrangements e.g. policy on the dispensing of medication (Normally if a pupil needs to take any medication, he or she should obtain either in advance or at the time permission from a parent.

Paracetamol should not be given to a pupil who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.)

- Full contact details of the hotel/place of residence and group leader.
- All staff should be given and retain through the visit a list of staff and pupils on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent.

Remote Supervision

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders and staff are responsible for pupils. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for pupils, emergency procedures and how contact with staff can be made. It is good practice to issue pupils with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence. The associated hazards should be considered in the overall risk assessment. Parents must be fully briefed on the arrangements for any periods of 'remote supervision'.

Risk Assessment

Venues providing instructor-led activities will have their own risk assessments and these assessments will be adopted.

Missing Person Procedure

The school places pupil and staff safety as its top priority when participating in school residential trips. Before embarking on the trip risk assessments are undertaken. The residential trips leader will communicate with the venue to ensure that correct group sizes are planned for each setting. When travelling with a pupil with SEND, the trip leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's need in accordance with the child's needs.

All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.

Pupils and staff will wear the school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing:

- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The trip leader will immediately identify at least one adult to start looking for the person. These people will look for the person until, where necessary, the Police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.



- If the person cannot be located within 15 minutes the local Police should be contacted.
- If the Police are called the trip leader should contact the Headteacher, or other available person, back at the school and inform them of what has happened.
- If the Police are called to incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- If the missing person cannot be found, the group will return to school.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to ensure similar incidents can be avoided in the future.

Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

Where this is not possible, an alternative activity of equal educational value will be arranged for all SEND pupils.

Pupils with SEND will be accompanied with a responsible adult during the residential trip.