

SEVENOAKS SCHOOL

SUMMER PROGRAMME

Excursions Policy

The Sevenoaks School Summer Programme recognises the importance of excursions for the educational, social and cultural development of its students. The purpose of this policy is to ensure that excursions are undertaken as safely as reasonably possible while retaining the enjoyment and educational or social value of the activity.

This policy is to ensure that trips are planned in advance and that all foreseeable risks have been taken into consideration and safety measures have been put into place. All staff on trips and excursions owe a duty of care and their first consideration at all times should be the safety and wellbeing of the students.

The Role of the Director

- Ensure that all staff are adequately trained and competent.
- Make time to ensure all activity leaders are trained before excursions take place.
- Shall be responsible for ensuring the safety of the school visit before, during and after the trip has ended.
- Risk assessments for all aspects of the excursion should be completed and emailed to the Sevenoaks School Health and Safety Manager.
- If necessary, the Director will arrange a pre site visit to ensure it is safe.
- Up to date medical records should be obtained on all students.

Supervision

- Every trip will have a clearly designated leader.
- The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the students, the experience of the accompanying adults, and any special needs or disabled students.
- The Director will ensure that the allocation of staff to a trip is equitable and made with due regard to experience, expertise and the ability to control the group in a manner which ensures the participants' safety and protects the good name of the Summer Programme.
- While every trip must be judged on its merits, the Summer Programme recommends a staff/student ratio of 1:10 at most. Where possible, a higher staff to student ratio will be deployed.
- Both male and female staff must accompany the visit.
- The Director must explain clearly the responsibilities of staff on each visit during a briefing meeting.

- Students must know where they can contact an adult member of the party at all times. They should be given an itinerary with a map of the area they are visiting and the meeting points clearly marked.
- All staff must carry a list of all students on the visit. Checks and roll calls should be frequent and a roll must always be called when students re-join any transport before departure.
- Accompanying adults must have reasonable knowledge, experience and skills (and in hazardous activities, qualifications) in the activities undertaken as well as the ability to control the group and ensure the maintenance of the high standards expected.
- The Director must be satisfied that students are medically fit to undertake the planned activities. If there is any doubt, reference should be made to a medical professional.
- Where staff have specific qualifications it is their responsibility to make sure that these are up to date and valid; the Director will keep a record of such training and, if necessary, arrange for refresher sessions.
- If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the Excursion Leader at once with fully documented evidence (e.g. witnesses). It is the Excursion Leader's responsibility to deal with the matter at once, if necessary contacting the Director at school. All discussions should be accurately minuted.
- The Course Director will ensure that all supervisors on the trip are competent to undertake informal risk assessments for any stage of the activity.

The Excursion Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Leader should be appointed. If this role changes during a visit, a clear handover should be made. The key requirements for Excursion Leaders are that they must be accountable, competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

Being accountable means that the Leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the establishment's policies and procedures. The details of this process may depend upon whether the Leader is employed, contracted or acts as a volunteer, but in all cases should be thorough. The vetting process should be managed by the Personnel team and no-one will be allowed to take part in any activity until their checks are completed to the satisfaction of the Course Director. This means that any excursions need to be fully planned in advance to allow time for any required checks to be completed.

Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge regarding the group, the activity and the venue. This can be demonstrated through experience and or qualifications. Effective Leaders are confident but fully aware of their own limitations.

Knowledge of Area and Activities

- Activity Leaders should be familiar with the nature of the conditions likely to be encountered.
- Activity Leaders should obtain prior information regarding local hazards and safety requirements.
- Informed and responsible local advice must always be heeded and acted on accordingly.
- Students and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.
- The Director will act as a link between parents/agents and the group.

Transport

The Course Director will consider the transport needs of the group. They will:

- Ensure there are enough adults to supervise the students.
- Ensure staff members are qualified and insured if driving vehicles.
- Ensure that a first aider is on hand at all times.
- Consider all safety concerns before students travel.

Emergencies

- Activity Leaders should ensure that first aid kits are taken on every outing.
- Students must be told what to do in the event of a difficult situation or emergency or to know where to find the group leader.
- Activity Leaders will have a list of students contact details, medical details and dietary needs, as well as the Summer Programme emergency contact details.
- A member of the Summer Programme staff will be designated as the excursion contact for the duration of the excursion. They will be provided with details of the excursion, student contact numbers, staff contact numbers in advance of any excursion.
- Parents/agents must be informed at the earliest opportunity if an emergency occurs.
- In the event of an accident or illness, parents must be informed as quickly as possible. If any student sustains an injury an Accident Report must be made and eyewitness accounts recorded in accordance with the Health and Safety Policy.
- All staff must hold a mobile phone and be contactable throughout the duration of trips/excursions.
- The Director must be contactable throughout the duration of trips/excursions.

Rules Applying to Trips and Excursions

You must not bring any of the following articles to Sevenoaks School Summer Programme under any circumstances. Sevenoaks School Summer Programme operates a zero tolerance policy on the use of any of the following items.

- Tobacco/cigarettes

- Alcohol
- Illegal drugs/'Legal Highs'
- Blades, firearms, air guns, replica firearms or any other form of weapon
- Poisonous/corrosive liquids
- Flares, lighters or candles
- Pepper spray, explosives

We reserve the right to send you home if you bring, use or attempt to use any of the above.

Pupils are expected to behave appropriately throughout the duration of trips and excursions.

- Treat others with courtesy and consideration at all times.
- Whilst on a Summer Programme excursion students are representing the school and, as such, are expected to display good manners, common sense, honesty and consideration for others.
- Instructions from staff should be followed and in particular relating to the journey such as meeting points/times.