

BROOMHILL BANK SCHOOL RESIDENTIAL



SAFETY AND SUPERVISION ON SCHOOL JOURNEYS POLICY

Created/Reviewed by: J Milne	Approved by SLT member: Approved by L and D committee: Approved by Full Governing Body :
Date created/reviewed: Jan 2020	
To be reviewed: Jan 2021	
Statutory/Recommended 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 of School to ensure the safety of the children and to quality assure the planned program.
- It will be the responsibility of the Head of Care to quality assure residential activity plans

Procedures

Parental Permission:

- No child will be taken out of county without prior permission of parent/guardian.
- 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.
- Parents of Residential students will have agreed consent to activities and trips stating any area that is out of bounds

Supervision:

- All children will be kept under planned supervision at all times unless agreed in their plans and risk assessments that this is a planned independence activity.
- The children will be asked to remain in definite groups with supervisors.
- The supervisor will be responsible for the group undertaken.
- No one under the age of 21 will have responsibility for a group of children.
- 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 in all school vehicles.

Insurance:

Adequate insurance shall be obtained.

Business insurance will be required on vehicles used that do not belong to the school

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 a passenger carrying licence.

Staffing:

- For trips inside or outside of Kent the ratio for students shall be 1:5 (1 staff supervising 5 students) This may alter requiring additional staff to student as indicated on individual risk assessments
- Whilst being transported, there shall be a minimum of one adult per mini bus vehicle excluding the driver.

Documentation

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

The school will exercise appropriate supervision as per individual risk assessments and care plans