Cedars Academy
Visits/Residential Trips:
Staff Roles and Responsibilities

Responsibility for Policy: SLG AtL
Date policy written/revised: Oct 2020
Date of next review: Oct 2022

This document should be read alongside with the Academy Behaviour Policy & Behaviour Principles Written Statement.

The involvement of teachers and TAs in school residential visits is entirely voluntary.

Adults have a crucial role to play in the lives of children. This guidance has been produced to help them establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

Ours is a community of learning, where secure partnerships create opportunities for students, staff, governors, parents and carers alike to participate and grow to become intellectually, emotionally and socially *fit for life*.

Legal Obligations and Standards of Care:

Teachers and TAs involved in school visits should be fully aware of the standards of care demanded of them by the law.
Such standards are those which from an objective point of view can reasonably be expected from competent teachers/TAs generally applying skill and awareness of children's problems, needs and susceptibilities.
The law expects that a teacher /TA will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for pupils with a range of additional needs can be very different from looking after a family.
The legal duty of care expected of an individual staff member is, therefore, that of a reasonable person in the circumstances of a classroom teacher/TA, but this duty of care to pupils can be influenced by the subject or activity being taught, the age of the children, the available resources and the size of the group.
All staff are also expected to do all that is reasonable in the circumstances for the purposes of safeguarding or promoting the welfare of children. This means in practice that all staff must:

- ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and
- take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope. This does not imply constant twenty-four hour direct supervision. The need for direct supervision has to be judged by reference to the risks involved in activities being undertaken.

Staffing and Supervision:

Adequate levels of supervision and staffing ratios will be established for the journey based on such factors as the sex, age and ability of the children, the presence of pupils with additional needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved. The structure of staffing will depend on the pupils attending and assessment of their individual need(s).

Parents:

It is important that parents sign a document affirming that they have read and understood what the visit may involve, the activities which will be undertaken and the authority which the supervising teachers will have to deal with problems and emergencies. These **Consent Forms** will be obtained signed for each child participating in the journey.

The Consent Form covers such matters as emergency medical treatment, medical conditions, medication, GP's address, dietary requirements, home telephone number/address and other details. Parents/carers will be given full written details regarding the organisation of the visit, including those involving short trips during the day. Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of children; staffing; special clothing required; insurance cover; telephone numbers; and emergency procedures for contacting parents.
A meeting will be planned to cover relevant issues and to give parents/carers the opportunity to raise issues of concern to them.

Excluding Pupils from Academy Visits/Residential Trips:

Every effort is made to make academy visits accessible to all who wish to participate, irrespective of disability, special educational needs or medical needs. All staff should be aware of the need to make 'reasonable adjustments' to enable the participation of pupils with additional needs. In some cases, however, particularly where poor behaviour is an issue, this may not be possible. Pupils will not be permitted to participate in school visits where their behaviour may be such that they present a danger to themselves or to others.

Safety and Emergencies:

Pupils will be given appropriate information and guidance prior to the visit taking place so that they understand the standard of behaviour that is expected of them and why rules must be followed. Lack of control and discipline can be a major cause of accidents. A clearly defined safety code for the journey, including rules of conduct and behaviour standards and routine and emergency safety procedures, should therefore be laid down in advance and made known to all pupils, staff, helpers and parents. Insurance matters, medical insurance as well as liability cover for out-of-school activities, will be appropriately covered.

If Things go wrong:

Even the best planned visit can be disrupted by unforeseen events such as illness of staff or pupils. Careful emergency planning can, however, mitigate the trauma of being caught up in an emergency. Staff on school visits will be given school and staff numbers that they can use at any time of day or night in the event of an emergency. **The school visits co-ordinator (EVC) Keith Vincent,** head teacher or other appropriate contact point within the school will be provided with the programme for the trip, contact telephone numbers while on the journey, the planned emergency safety procedures and a full list of all participants and their home addresses and telephone numbers. A chain of contact will be arranged in advance from that person for swift communication in case of emergency. A senior local authority duty officer should be contactable at all times in the event of an incident.
All paperwork, including parental authorisation for emergency medical treatment, insurance documentation will be carried at all times by staff. This will prevent any delays in accessing treatment. It is important to reassess risks as the visit proceeds. Changes in the weather need to be monitored. Changes to the itinerary may introduce new hazards not covered in the original risk assessment. Regular head counting of pupils will take place, particularly before leaving a venue.

Staff conduct:

Al staff will adhere to the Academy Behaviour Policy, Code of Conduct & Behaviour Principles Written Statement Spring 2017.
The Academy recognises that it is unreasonable to expect staff to be on duty 24 hours over an extended period of time and provision will be made to allow for 'off duty time' in agreement with the Visit Leader after assessing safe levels of supervision and informing pupils of Duty Staff.

It is expected that staff do not drink alcohol or smoke in front of pupils in their care.
Staff, where culturally appropriate, may drink a glass of wine with an evening meal but at no time should they consume more than the UK Legal Limit for driving.
Any behaviour that brings the school into disrepute will be subject to investigation and possible disciplinary procedures as outlined in the schools Behavioural Policy/Code of Conduct.

Sanctioning School Visits/Residential Trips:

Cedars Academy is committed to ensuring that all Visits/Residential Trips comply with the highest standards of Risk Assessment and the safeguarding of our students and as such we comply with the Planning and Approval Procedures of Gateshead Council EVOLVE.
Keith Vincent is the school's Educational Visit Coordinator (EVC) and as such is responsible for submitting the required documentation to EVOLVE for approval.
All visits/residential trips are approved by the Chief Executive and the Governing Body.

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