



Excursion Health and Safety Policy And Guidelines

The British School of Tenerife is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the students. Excursions are part of quality teaching and learning programmes.

An excursion is any student-learning activity conducted off the site of the school, in which the student is enrolled, that is organised or managed by a member of teaching staff employed who has gained the appropriate approval(s).

The minimum level of approval for all excursions is that of the Director. Parents or guardians of students must be given clear and comprehensive details of the excursion and their consent for the participation of their children in excursions must be signed on Educamos. If the excursion is off the island a separate consent form must be signed for that specific excursion.

Directors and coordinators are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors. The school Financial Manager must be informed about dates and location as she is responsible for making arrangements with the bus and insurance company.

Objectives - Policy statement

- Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.

- Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
- A duty of care is owed to students in the school environment and while on excursions.
- The school's duty of care owed to students for the duration of an excursion cannot be delegated to parents, caregivers, volunteers or employees of external organisations.
- The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in school.
- Signed consent forms granting permission for students to participate in excursions and a medical information form (if deemed necessary) are to be obtained from parents or caregivers.
- Safe transport or a safe walking route is to be organised for excursions.
- Students must behave appropriately at all times while on excursions.

Context

The British School of Tenerife is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs.

Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

School excursions vary in terms of the curriculum focus, the students involved, the duration of the excursion and the excursion venue(s). The student group

participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or a week requiring overnight or long-term accommodation.

Some excursions may involve overseas travel.

Monitoring, evaluation and reporting requirements

At BST we should regularly review and update our procedures for the safe conduct of excursions on the basis of implementation experience, systemic and locally produced risk profiles and the evaluation of teaching and learning outcomes.

- The coordinator is to report controversial issues or incidents occurring while staff and students are on excursions. Incident reports must be completed.
- The coordinator/director must agree on staff to pupil ratios (law/safety).
- One member of the team must have First Aid training experience. A mobile phone must be taken along for contact purposes

In the Event of an Accident while on an excursion:

- The staff member in charge will remove children from the dangerous situation
- The staff member in charge will administer First Aid and further assistance as quickly as possible. This staff member will allocate children in their care to other adults.
- If the accident is a serious one and the student needs to be hospitalized the parents should be informed immediately. If the student is able to

carry on participating in the excursion, then the teacher in charge must advise parents when the student is handed into his/parent's care.

- Accident Report Form to be filled in on returning to the Centre; The accident book in Primary is kept in a locked cupboard in the classroom where the designated first aider works, and she has a key as does the class teacher in that room. In Early Years there is an accident book in each class which is kept in a locked cupboard. In Trinity the accident book is kept in the school office.
- In the case of an emergency and after contacting 112 a staff member will contact the school and discuss the situation with the director or the person in charge.

Contact

School phone 922 336929 or 922345450. Mobile 616244461

PRIMARY EXCURSION GUIDELINES FOR TEACHERS

- Please follow the Primary excursion plan (if you would like to go somewhere different than stated on the plan please consult the Primary Co-ordinator).
- Liaise with the secretary to arrange the booking of the trip and to organise the bus as soon as the date is confirmed. The secretary will inform the Financial Director about the trip.
- Please inform the Head of Primary and Key Stage Co-ordinator of the date and location of your trip.
- Try to choose a date for your excursion which will not affect other teachers teaching your class eg. Music/Spanish. If this is not possible please inform the relevant teachers so they know your class will not be in school.
- Please take the first aid kit with you and plastic bags in case anyone is travel sick.
- Children should take a SMALL bag with them with a hat and suncream if hot, water to drink and a picnic style lunch.

- The secretary will inform the dining room so they can prepare picnic lunches for dining room children.
- Please try to swap/cover any duties you have that day, if this is not possible inform the Head of Primary.
- Please ensure that all children wear their seat belts on the coach.
- Teachers should do regular headcounts throughout the day.
- Please ensure pupils display good manners and consideration for others during the trip.
- Adults on the trip – This depends on the age of the children and the nature of the excursion, please inform the Head of Primary how many teachers/assistants/parent helpers are going.
- Children should wear their Sports uniform unless the activity requires them to wear their own clothes (eg. outdoor activities)
- If an **emergency** occurs ring an ambulance immediately if one is needed or if a child needs to go to see a Doctor phone the school office. Any problems which may occur whilst on the trip please telephone the school office eg. If you are running late to get back to school, or if a child is not collected from the excursion by parents. You must ALWAYS ensure that all your children are safely collected either from school or from the location of the trip before you leave.

International Excursions or Residential Trips off Tenerife

The school will ensure:

- The trip leader appointed has clear knowledge and understanding of the complexities and responsibilities of organizing such trips
- That all necessary precautions and any eventualities have been suitably planned for (as far as reasonably practicable)
- The staff going on the trip are fully briefed of their responsibility

Code of Conduct for Trips out of Tenerife

(Yrs. 7-9)

It is essential that everyone agrees to these simple rules to ensure a safe and enjoyable visit

- Obey all instructions or requests quickly and without question
- Listen carefully to all instructions given, e.g. meeting points and times. Take notes where necessary
- Be punctual at all times
- Never leave the centre/hotel/your group without permission from staff
- Remain with your group/buddy at all times when you are away from the centre/hotel
- Teachers will perform regular headcounts and give their mobile phone numbers to students in case of emergency
- Treat everyone you meet during the visit with courtesy and consideration, especially in busy or crowded situations
- Take every opportunity to practise your communication skills (listening, speaking, reading and writing)
- Keep your belongings safe and rooms tidy at all times. There will be regular room inspections
- Wear seatbelts at all times on any coach
- A First Aid bag will be taken by teachers
- Keep the coach clean and tidy
- Do not bring or buy chewing gum
- Keep a diary of daily events, including drawings, tickets etc. (any photographs taken during the visit can be added to this pictorial record later on)
- Go to bed and try to sleep at the agreed times. With a busy schedule it is essential that everyone, including staff, get their rest
- Smoking and the drinking of alcohol are not allowed at any time

USE COMMON SENSE AND LOOK OUT FOR EACH OTHER AT ALL TIMES

I

(Student's name)

Agree to follow all these rules during the visit.

Signed

(Student's signature)

RATIO OF STUDENTS TO TEACHERS ON EXCURSIONS IN TENERIFE

Spanish law stipulates the following

Secondary 20-1

Primary 15-1

Infants 10-1

British School of Tenerife Ratio of students to teachers/helpers

Secondary 20-3

Primary 15-3

Playgroup 2-1

Nursery 2-1

Reception 4-1

To be reviewed January 2020