

Excursion Health and Safety Policy

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.

The School must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety while on excursions.

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
- Safe transport or a safe walking route is to be organised for excursions.

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 their care.

An Accident Report Form should be filled in on returning to the Centre.

In the case of an emergency and after phoning 112, a staff member will contact the school and discuss the situation with the director or the person in charge.

Contact

Schoolphone 922 336929 or 922345450. Mobile 616244461

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

RATIO OF STUDENTS TO TEACHERS ON EXCURSIONS

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 November 2023