

St. Nicholas School, Canterbury – Guidelines for Residential Visits:

(Appendix of Health and Safety Policy – Section E2)

1. Value of residential experiences for learners:
 - a. Clear benefits in learning and communication
 - b. In social and emotional development
 - c. In increasing independence and self-confidence
 - d. In widening and broadening experiences
 - e. In providing challenges

2. Making the experience available and accessible to all learners:
 - Pupils are able to join one trip per year
 - There will be a progression in the trips across the key stages
 - In duration
 - Distance
 - Challenge
 - Trips to be evaluated according to -
 - Accessibility
 - Challenge
 - Value
 - Places will be allocated primarily on a first come / first served basis, but reflecting a risk assessment of the needs of individuals involved and the group as a whole.
 - In order for a pupil to be allocated a place on a visit, the parent / carer must sign that they have received and agree to abide by these guidelines.

3. Current destinations are as follows:
 - KS2 (Y5 and Y6) Swattenden (1 night) (April)
 - KS3 Kingswood (Term 3)
 - KS3 Ardres (June) – Bi-annual
 - KS4 - 5 CenterParcs (Term 4 or 5) – Bi-annual
 - KS4 – 5 Duke of Edinburgh’s Award Scheme (1 long experience and 2 short camping trips per year) for Bronze. Silver and Gold level require longer expeditions (including the Gold residential in Finland, as required).
 - Spearhead 1 night camp (if required)
 - KS3 - 5 Trip for pupils who require hoisting (Sea Star Cottage) – 2 nights Bi-annual

4. Residential Planning:
 - a. Each visit will have a visit leader
 - b. They will draw up an outline plan, including -
 - i. Purpose
 - ii. Venue
 - iii. Dates
 - iv. Duration
 - v. Travel – Where possible MIDAS vehicles will be used to transport pupils and resources.
 - vi. Types of activity and the appropriate level of challenge
 - vii. Accessibility
 - viii. Relevance to curriculum
 - ix. Number of pupils
 - x. Staffing
 - xi. Special equipment / resources required
 - xii. Shopping, meal preparation and menus, as appropriate

- c. There will have been a pre-visit to the site to inform the risk assessment
 - d. The visit leader will make a presentation to the SMT in the term prior to the trip, so as to share the plans, activities and potential risks that may be present.
 - e. The visit leader will hold a briefing meeting for the pupils and their parents/carers regarding -
 - i. Code of conduct
 - ii. Appropriate clothing and equipment
 - iii. Meeting up times
 - iv. Valuables risks
 - v. Contacts and emergency procedures
5. Costings and funding arrangements:
- a. The trip leader will cost out the journey for pupils and staff including all factors
 - i. Travel
 - ii. Accommodation
 - iii. Food and drink
 - iv. Activities
 - b. The cost per pupil will be calculated based upon the total cost of the journey divided by the number of pupil places
 - c. Additional funding/resources/PTFA will be sought if the cost per pupil is felt to be unreasonably high
 - d. Parents /carers will be offered staggered payment timetables and they may approach the school in cases of hardship so as not to exclude pupils
 - e. Staff will receive their normal salary income for the period of the journey
 - f. Staff will receive a gift token as acknowledgement of their commitment to the residential's programme and the additional time it requires
6. The visit must secure the approval of the Headteacher who will inform the governors if it involves an overnight stay, is abroad or involves hazardous activities.
7. Medication management:
- a. Medical forms must be completed for all of the pupils
 - b. All medication given will be recorded and kept securely by the trip leader, prior to the trip.
 - c. All medication will be kept secured and locked away (as appropriate) on each residential visit.
 - d. Residential Lead to compile an individual pupil schedule for medication plans. This must be signed off by SLT before the trip date.
 - e. **All pupils must bring pain killing medications with them in tablet or liquid form – with prescription / dosage labels completed by a health professional (e.g. Pharmacist or G.P.) - this is in case of a headache or minor temperature developing during the residential period.**
 - f. **Medication must be named and in the original packaging and handed to staff – parents / carers are to bring medications in personally, explaining the type, dosage and purpose of the medicines involved.**
 - g. **All Parents / Carers need to hand over medication in person to the Residential Lead, 1 week prior to the trip date – there can be no exceptions made for this.**
 - h. **ALL MEDICATION RECORDS AND MEDICAL PLANS / ROUTINES TO BE QUALITY ASSURED BY BOTH THE VISIT LEADER AND THE SCHOOL NURSE PRIOR TO DEPARTURE**
8. Risk assessment procedures:
- a. When students apply to go on a school visit their behaviour both in and out of school is considered before they are accepted. If a student subsequently gives us a reason for concern about their behaviour, we reserve the right to withdraw the student from the visit.
 - b. Full risk assessments must be completed for the site, journey and activities.
 - c. EGO application done and approved.

9. Staffing will be decided using the following factors:
 - a. Ratios
 - b. Impact on the school
 - c. Payments and reward
 - d. Acknowledgement of commitment

10. Insurance for the visit:
 - a. The visit will be covered by the school's KCC insurance policy – staff leading visits will need to complete this form and any / all risk assessments.
 - b. Cancellation insurances may be taken out, where appropriate.

11. Emergency Procedures
 - a. Telephone message available to parents/carers on a dedicated line updated by visit leader – using the texting facility. A text will be made to parents on day 1 to announce safe arrival, the final day to announce estimated time of arrival and, if more than 3 days in length, in the middle of the visit to share how the trip is progressing. A member of SLT will be named as a home contact point for each trip – they will, if required, deliver messages to parents / carers also.
 - b. Communication with families during the visit – a dedicated mobile telephone will be taken away on residential visits (that can be tracked by GPS back at St. Nicholas) and the number will be shared with parents for the receiving of calls and messages from parents: 07799028741. The main school phone number, emergency phone line and the text system 07375423322 will act as home contacts. The visit leaders' phone number will be shared with the home contact.
 - c. Communication between supervisory staff during the visit – staff will be provided with a set of walkie talkies (large range) for maintaining communications. Where these prove unsuccessful then staff mobile phones will be used.
 - d. Reserve staff – 1 reserve leader and 1-2 other reserve staff will be put on standby in the planning stages
 - e. Cancellation risk assessments and insurances will be considered, as appropriate.
 - f. At least one school leader / manager will be part of each trip.
 - g. The overnight supervision risk assessment will be aided by the use of baby monitors and / or infra-red door alarms, as appropriate.
 - h. If an emergency situation takes place, the group leaders (in consultation with the SLT) may ask for a pupil to be collected by carers and taken away from the visit. Such emergency circumstances may include complications due to: i) pre-existing medical conditions, ii) deterioration in general health, iii) serious accident or injury, or iv) significant episode(s) of aggressive / challenging behaviour.
 - i. Standardised medical forms and procedures – these will be held centrally by the office and provided to the group leader at the earliest stage on planning, for use during the visit.
 - j. If a pupil or staff member suffers from ill health within 48 hrs prior to the visit beginning, they should not take part. Leading staff (in conjunction with the SLT) reserve the right to prevent staff or pupils taking part on the day of the departure, if they considered too ill to take part.
 - k. All staff should disclose and discuss with the group leader if members of their own family or close friends will be visiting the location at the same time as a school residential they are part of – this may affect the risk assessment for the visit and the particular staff member's ability to maintain their focus on the pupils. The group leaders (in conjunction with the SLT) will decide if the staff member concerned can still take part in the visit (in a working capacity).

12. It is the responsibility of all visit leaders to complete their own EGO form and off-site risk analysis.
EGO form procedures and responsibilities
 - D of E + KS4 = SL
 - KS3 and KS5 = LH
 - KS2 + others = DL