

ACTIVITY CAMPS



Outings / Visits Policy

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Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

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Policy

Children can derive a great deal of educational benefit from taking part in visits within the Activity Camp setting. They have the opportunity to partake in experiences not always available in their everyday life. Visits help to develop a child's investigative skills and longer activity-based visits encourage greater independence. This document is designed to help camp leaders and assistants to ensure that children stay safe and healthy on these visits.

No amount of planning can guarantee that a visit will be totally incident free, but Le Mourier will ensure that through good planning and attention to safety measures we can and will reduce the number of accidents and lessen the seriousness of those that do happen. The management of health and safety on visits is part of our Activity Camps overall policy on health and safety.

Approval for visits

Le Mourier will ensure that when arranging visits the health and safety arrangements for the visit are in place from risk assessments of the venues / activities to where an outside organisation is leading the activities that they follow strict health and safety protocols and have the appropriate insurances and training in place and any user agreement must be obtained before a visit takes place.

Types of Visits

Le Mourier Activity Camps have two levels of visits within the Activity camp set up. These are Off-site Low Level visits and Outdoor / Adventurous Activity visits.

Off-Site Low Level visits.

This category includes any visits for which the element of risk is similar to that encountered in daily life. This also includes all visits to Sports Centres, Local Field Study and some Heritage Sites around the island. Low Level visits will be formally risk assessed and these assessments will be reviewed on an annual basis.

Outdoor / Adventurous Activity visits.

These include activities, which have a perceived extended risk such as;

Kayaking

Coasteering

Open Water Swimming

Land Based Activities – Abseiling, Zip-wire, Climbing Wall

Scuba Diving

Le Mourier have approved these activities having gained evidence that the supplier has been able to provide evidence that those leaders hold the correct National Governing Body (NGB) qualifications. Leaders would also be expected to provide a site/group specific risk assessment for the activity.

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Activity Camp Leaders

Activity camp leaders should be clear about their role if taking part in the visit as a group member/supervisor. They should follow the instructions of the group leader who will have sole charge of the visit. They will also ensure that;

- Adequate child protection procedures are in place.
- The risk assessment has been completed, is suitable and sufficient with appropriate safety control measures in place.
- Where competent instructors are not employed (e.g. through an appropriate provider) the group leader or assistant is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Group leaders have experience in supervising the age groups going on the visit and are allowed sufficient time to organise visits properly.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visit's venue and have a contact name.
- The group leader has the names of all the children travelling in the group, and the contact details of parents.

Responsibilities of Children

The Activity Camp leader should make it clear to pupils that they must;

Not take unnecessary risks.

Follow the instructions of the leader and other supervisors including those at the venue of the visit.

Dress and behave sensibly and responsibly.

Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Take any pre-arranged medication or treatments necessary and agreed in writing as part of the parental consent, both prior to, and during the visit.

Responsibilities of Parents / Carers

Parents should be able to make an informed decision on whether their child should go on the visit.

The Activity Camp leader should ensure that parents are given sufficient information and are invited to any briefing sessions. The Activity Camp leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early, should the need arise.

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Parents will need to:

Provide the Activity Camp Leader with their emergency contact number(s).

- Sign the consent form (if applicable).
- Give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).
- Keep Le Mourier informed of any changes to the above, after the consent form has been completed.
- Ensure that the named person listed as emergency contact is available on the specified telephone number throughout the duration of the visit.

Risk Assessments

In practice, risk assessments are carried out by the Le Mourier Management or by an experienced Activity Camp Leader. An assessment should be completed well before the visit and should be approved by the management. A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise. But specialised information for some visits may be necessary and Le Mourier will ensure that the person assessing the risks is competent to do so. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Children will not be placed in situations which expose them to an unacceptable level of risk. Safety will always be the prime consideration. If the risks cannot be contained, then the visit will not take place. Frequent visits to local venues such as swimming pools, forest walks may not need a new risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular recorded intervals, and careful monitoring should take place. The Activity Group Leader on the visit will be selected and deemed capable of performing a Dynamic Risk assessment on the day of the visit.

First Aid

First aid will form part of the risk assessment. Before undertaking any off-site activities, the Activity Camp leader should assess what level of first aid might be needed and ensure that an adequate first-aid kit is taken. For adventurous activities it is essential that at least one of the adults holds a current first-aid certificate, preferably the First Aid and Work Certificate or full Paediatric First Aid and all adults in the group should know how to contact the emergency services. The minimum first-aid provision for a visit is:

- A suitably stocked first-aid kit.
- A person qualified in first aid.

Other considerations in relation to first aid needs should include:

- The numbers and ages of the group and the nature of the activity.
- The distance of the nearest hospital.
- The availability of replacement items and additional supplies for the first aid kit.

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Headcounts

Whatever the length and nature of the visit, a regular head count of children will take place, particularly before leaving any venue. All Activity Camp Leaders will carry a list of all children involved in the visit. Children, particularly in the case of younger ones, should be easily identifiable, especially if the visit is to a densely populated area. Brightly coloured bibs should be always worn. The group leader should establish rendezvous points and tell children what to do if they become separated from the group.

At the start of every outing a group photograph of the children will be taken in case of an event of a child going missing.

Bus Transfers / Outings

Le Mourier understands the value outings can bring to the children's enjoyment of the camps. We are committed to ensuring the safety and welfare of children attending our settings and ensuring the experiences outside of our Centre are conducted in a suitable and safe manner.

- All children being transferred between Inverness Lodge / Les Roches and St Lawrence School and vice versa must be counted and checked against the group register at the departure point.
- Group Leaders and Assistants must ensure that all children are seated on a booster seat and that all seatbelts are applied and fitted appropriately.
- On unloading at the destination, leaders are to ensure that children are disembarked from the buses in a controlled manner and never left unattended.
- Leaders must ensure that they have a fully charged mobile with them at all times.
- Leaders must ensure that children on the outings always wear their high visibility vests.
- In line with our policies, children must have suncream applied before an outing and must be in possession of a sun hat and long-sleeved top.
- A minimum of two adults must be always in a moving vehicle whilst children are being transported.
- Children must never be left unattended in a vehicle at any time.
- Vehicle checks must be made at the start of the day or before an outing.
- All vehicles used in the transport of children have comprehensive insurance in place.
- All vehicles used in the transport of children are regularly serviced.
- Any defaults found on the vehicles must be recorded on the Vehicle defect form and reported to management. The vehicle must not be used for the transport of children if any outstanding defaults are still standing on the form.
- For all transfer and outings, the following ratios will be adhered to
 - One adult to every 6 under the age of five years
 - One adult to every 10 children over the age of 5 years

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Missing Children

Should a child go missing ensure the following is adhered to;

- Get a clear description of the child.
- Notify Le Mourier Management immediately.
- If the child has gone missing during transfer, ensure that a leader at either end has been informed. Immediately begin to search all areas, closing and if possible locking doors behind you so that no one can enter. If Swimming lessons are taking place, inform the teacher to be aware of a child who may come on to poolside.
- Ensure all other children are kept in one area until the completion of the search.
- If after a thorough search the child cannot be located, immediately inform SOJ Police by calling 612612.
- CEYS will also be informed.
- Complete an incident form.

Participation

The Activity Camp leader should ensure that the children can undertake the proposed activity. Children should be encouraged to take on challenges during adventurous activities but should not be forced into activities of which they have a genuine fear.

Children whose behaviour is such, that the Activity Camp leader is concerned for their safety, or for that of others, should be withdrawn from the activity. Parents and children should be told in advance of the visit about the procedures for dealing with misbehaviour.

Equal Opportunities

Every effort will be made to ensure that the activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, a suitable venue should be selected.

