



OAKLANDSSCHOOL

Policy for Community Visits/Journeys:

Date of Review: June 2015

Aims:

1. To promote the Health and Safety of all staff and students during any school journey, residential and off-site activity.
2. To promote effective and efficient organisation of school journeys etc through standardisation of pro-formas.
3. To simplify channels of communication.
4. To build group-leader confidence through a well constructed support network.
5. To review policy at regular intervals in order to keep staff informed of any new initiatives.

Objectives:

- To develop student awareness of both their local and wider environments.
- To develop the students' self-confidence.
- To give students a firsthand experience of a variety of environments.

- To increase the students' level of independence and social skills through practical daily and residential experiences.
- To increase students' awareness of Health and Safety issues in practical situations.
- To provide opportunities for students to interact with other members of the public and the wider community.
To give students the opportunity to exercise self-discipline and responsibility, to co-operate, share and show initiative and perseverance.
- Students should be made aware of the educational reasons underlying the journey and the relevance of the activities to the curriculum
- We aim to provide all students with equal access and opportunities to participate in a wide range of activities irrespective of race, ethnic, origin, gender, culture or disability.
- The students are working within the National Curriculum at levels appropriate to their developmental ages.
- We aim for the students to develop a sense of identity through learning about the living and non-living world and their relationship within it.

Principles of Teaching and Learning:

1. All students have a severe or profound multiple learning disabilities, and all staff must be aware that learning takes place at a quite different place from peers in mainstream education and often in a non-hierarchical fashion.
2. Expectations must be realistic but challenging.
3. We will encourage students to learn through a variety of methods including multi-sensory approaches, individual, group work, and practical activities.

Equal Access and Outcome:

- We will ensure that teachers identify and provide for students' special needs.
- We will provide all students with equal access and opportunity to participate in a wide range of activities.
- Our buses can carry students who are wheelchair users
- We will encourage students to learn through first hand experience, using field study, practical activity, experimental and a variety of local and regional environments.

Health & Safety:

- These will be a high staff ratio for school outings and residential experiences.
- The Transport Act 2008 describes a “small bus” or “mini bus” as a vehicle purchased or adapted to carry more than eight seated passengers in addition to the driver. Schools must have a Department of Transport Mini-Bus (small bus) permit for each vehicle if any charge is ever made for journeys, even a contribution towards fuel costs, or the vehicle at all times. If borrowing a mini-bus school must ensure that the bus has its own permit.
- All mini-buses must have MOT tests one year after purchase and annually after that.
- The driver is responsible for ensuring that the vehicle is fit to use.

- Seat belts must be worn at all times.
- Drivers must ensure that the vehicle's overall maximum laden weight, including roof rack where already fitted is not exceeded.
- Doors must not be capable of being opened accidentally, and only an adult should operate the door opening mechanism.
- Fire extinguishers should be checked regularly.
- A clearly marked first aid kit should be carried in the bus.
- An adult must accompany the driver on every journey in order to ensure effective supervision.
- For all out-of/or after school journeys or over 100 miles (ie: a 200 mile round trip). Two drivers should be used where practicable.
- No driver should drive continuously for over two and a half hours without a change of driver, or a break of at least twenty minutes.
- If necessary students over the age of sixteen may sit in the front seats of a mini bus.
- No student may operate any part of the lifting mechanism in any mini bus.
- Staff must ensure that the wheelchair brakes are applied when the lifting mechanism is used.
- Any wheelchair occupied by a student must have brakes applied and be immobilised by straps or clamps before travelling commences.

- The rear doors of any mini bus should be kept unlocked when any students are in the mini-bus to ensure easy access during any emergency.

Appendices:

1. Day Trips
2. Residentials/Camps/Duke of Edinburgh Expedition.
3. Incident Checklist.

Appendix One:

Day Trips:

1. Risk Assessments must be completed prior to the day trip and toilet stops planned if necessary.
2. Admissions booklets and contact numbers to be taken by the class.
3. Emergency medication must be taken for individuals who require it.
4. Where emergency medication may need to be administered staff should have received the appropriate training or be a first aider with the appropriate training.
5. Outings forms to be completed and handed into the office.
6. A mobile phone should be taken on any outings.
7. If packed lunches are required the kitchen and the office require 7 days notice.
8. Mobile telephone number must be recorded on the Risk Assessment.
9. Covering letters sent to parents re: whole day trips.
10. Half-day environmental outings covered by general parental consent on admission forms
11. Personal hygiene pack should be taken on all trips.

12. The mini bus should be visually checked over by the driver (weekly maintenance check by site manager).
13. Each mini bus has details of Mini Bus Plan Breakdown cover retained in the Log File.
14. In the event of an incident seek emergency advice:
 - a) From school or
 - b) From Police or
 - c) From Breakdown Insurers

Appendix Two:

Residentials: School Journeys - Camps and Duke of Edinburgh Expeditions:

1. Parents to be informed of itinerary of proposed school residential.
2. Full parental consent forms to be completed and taken with party.
3. Insurance forms to be completed in accordance with borough insurance policy and sent off four weeks prior to departure.
4. Photocopies of all documentation to be submitted to the Head Teacher.
5. Exploratory visits must be undertaken to any unfamiliar destination to check suitability and safety.
6. All staff to be made aware of any special medical/needs/conditions of students.
7. Mobile telephones to be available for emergencies.
8. Personal hygiene and first aid packs to be taken on all trips.
9. Head Teachers/Deputy/ home telephone numbers to be taken in case of emergency.

10. Civic Centre 24 hour emergency number to be used if Head or Deputy not available or in dire emergency.
11. In the event of an emergency report only to line manager and do not discuss with anyone else. Make sure all events and details including witnesses are fully recorded, as soon as possible after the event and timed, dated and signed.

Appendix Three:

Check list of use in assembling details in the case of an incident:

1. Time.
2. Date.
3. Speed.
4. Direction of cars.
5. Smell of alcohol - call police.
6. How it happened.
7. Signals of drivers.
8. Describe drivers.
9. Make and registration numbers of vehicles involved.
10. Describe damage to vehicle.
11. Describe injuries to people.
12. Details of conversations.
13. Weather conditions (fine, dull, rainy).
14. Road conditions (dry, greasy, icy, wet).
15. Visability (clear, fog, dark).
16. Other relevant factors:
 - a. Traffic signs or lights.
 - b. Road works
 - c. Parked vehicles.
17. Any signals (horns, head lights on or off "L" plates).

Imperative things to get:

1. Is other driver/drivers insured?
If so, get details.
2. Is there a tax disc?
3. Names, addresses and telephone numbers of witnesses.
4. Draw a map of the incident.
5. Take a photograph of the situation if possible.

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