

SAFEGUARDING YOUNG PEOPLE ON EXCURSIONS

Staffing

Staff to student ratio must comply with the Supervision of Students Ratio Policy, more details of which can be found on the **Safeguarding Policy, (F2 Supervision)**.

All staff must be DBS checked and must have read the risk assessment prior to the excursion and signed to say they have read and understood it.

Each coach must have a leader who is responsible for that coach on the excursion. If more than one coach an overall Excursion Leader will be appointed.

Guidelines for Staff

Arrive at the meeting point at least 10 minutes before the advertised meeting time.

Ensure you have all important telephone numbers for use in any emergency. This should include the mobile phone numbers of the students.

Always take a first aid travel pack and check the vehicle carries one too.

Check the itinerary and stopping places with the driver. Ensure students know where and when to meet with points clearly marked on a map.

Tick off the students before entering the coach on presentation of their identity cards and wristbands

Make a final head count before departure. Any changes to the list to be reported to the school. Lists to be checked at every stop.

On the coach a firm and friendly approach to discipline must be established from the start. Seatbelts must be worn by students and staff. Staff should place themselves strategically around the coach to ensure order.

Students must not stand up or move around the coach whilst it is in motion.

At the Destination

Reinforce the rules of no drugs or alcohol and the importance of timekeeping.

Lead students around the site being visited, giving them information, or helping them find the information they need.

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Students under the age of 16 must always remain with the group. If within a shop or small confined area they may have limited time in two or three, but staff must assess the risks e.g. exits and suitable meeting points.

Older students must never be given responsibility for younger students.

The visits are educational experiences and undue amounts of free time for any students are not to be encouraged.

Staff must ensure road safety routines are followed by groups and think of any action they would take should an unexpected incident occur.

Staff must start and finish the excursion with the group unless given prior permission by the School Principal.

There should be no consumption of food or drink on the coaches unless consent is given by the driver.

If there is more than one coach students should return on the same coach they arrived on.

Staff must check the coach for lost property before they depart at the end of the excursion.

Missing Students

There will be occasions when a student goes astray and misses a rendezvous. To minimise potential disruption the Excursion leader must:

Carry the list of students' mobile phone numbers and call if lost or delayed

Ensure students have the emergency mobile phone number and are told to call it if they are lost or delayed.

Check with other students to see if other plans had been made.

Arrange for a member of staff to remain behind, with the mobile phone and student number, if the coach has to depart without the missing student.

The school has a Missing Person Policy which is known to all staff and which gives the following advice:

- If someone goes missing, contact anyone you think may know their whereabouts
- During office hours (from 08:30 to 18:00), contact Stay Campus London Main Reception on +44 (0) 203 141 7539

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- Outside office hours (from 18:00 to 08:30), contact Stay Campus London Emergency Phone on 0044 (0) 7724062579
- If you are still concerned contact your local police station
- You should not wait 24 hours before contacting the police

When to report a person missing:

You should report a missing person to the police immediately if:

- The person is a child - under 18 years old
- The person is an adult at risk – it is important to inform the authority or staff member concerned if the student can speak and/or comprehend English well
- You are concerned for the person's safety

How to report a person missing:

A missing person can be reported in the following ways:

- Call 999 if the person is an adult at risk or child, or you believe them to be in danger, or
- Call 101
- Go to the local police station

What will happen when a report is made:

The Police will ask for as many details as possible to enable them to find the missing person quickly. These could include:

- Personal details: Name, date of birth
- Appearance including any distinguishing marks (providing a photo if available)
- Contact details such as mobile number
- Medical conditions and if medication is required
- Circumstances under which they went missing
- Details of friends
- Details of places they visited

Be prepared to supply the police with all the information and chronological record of events.

Staff should do their best to ensure other students are not upset by the situation and should keep them informed to avoid any rumours or panic

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Emergency Procedures

If an excursion should be caught up in a force majeure situation i.e. natural disaster, bomb threat or explosion the following procedure must be followed:

All staff and students should make their way to the pre-arranged meeting point.

If the meeting point is inaccessible the leaders should liaise with the drivers and select a new meeting point. Two members of staff must remain as close as possible to the original meeting point to redirect students to the new meeting point.

Staff and students should wait at the meeting point until everyone has gathered together.

The Excursion Leader must contact the Academic Coordinators / School Principal / Academic Director to inform them of the situation.

Students should be discouraged from phoning home until they have returned to the school to avoid causing upset.

In the event of students or staff being unaccounted for, the procedure for missing students should be put into place.

Upon return to school immediate provision should be made for students and staff to contact home if possible.

If an accident happens whilst travelling the Excursion Leader is responsible for assessing the situation and responding accordingly. The leader needs to follow the instructions of the driver, police and emergency services whilst liaising with other staff to ensure the safety of the students.

At all times staff should attempt to remain calm and to reassure students who may be scared and upset.

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