

## **Health & Safety & Taking children on Trips Policy**

Where there is fun and adventure, there are normally risks to accompany it. Whether the students are at the studio or elsewhere on a trip, Katie Wright School of dance is responsible for the students. Understanding where those risks may lie and how to stay safe and healthy on a trip is of greatest importance.

### **Who is responsible?**

The school is responsible for safe practice whilst on our trip and also ensuring they take good care of their own and others safety.

The trip must have a group leader. The leader will have the overall responsibility for supervision of the visit whilst also paying great attention to health and safety guidelines. He or she will have been approved by the principal Katie Wright and must gain approval before conducting any school trips.

The group leader will appoint a deputy and also group supervisors to carry out various tasks and will ensure any necessary risk assessments have been conducted prior to the visit. The group leader must also ensure that they have the correct ratio of adults to children before conducting an out of school visit. This is currently 1:12 with all adults having a DBS or Licensed Chaperone with Nottinghamshire County Council.

Students will be told to act responsibly whilst not taking any unnecessary risks and must also follow the instructions of any adults in a supervisory position. If a student is seen to cause any potential risk to themselves or others they must be withdrawn from the trip.

### **Planning for a safe trip**

We all know that no amount of planning can eliminate all the risks from a school trip, however, what it can do is allow teachers to foresee some of those risks and make sure the children and the environment that surrounds them can co- exist in a safe and productive manner.

Any one involved in the planning of a school trip must be 100% sure that they have done all they can to create a safe environment for their pupils. This means that anyone appointed with such responsibilities must be competent and experienced or be overseen by a leader with such capabilities.

The planning for the health and safety of a school trip is produced in the form of a Risk Assessment.

## **Risk Assessments**

A risk assessment is a comprehensive document which has been devised according to certain standards and must be adhered to at all times. It will usually be conducted by the Group Leader and overseen by Katie Wright if she is not the group leader.

Points that should be considered are:

What are the risks?

Who do they potentially affect?

What safety measures can be put in place in order to reduce any risks?

Is the Group Leader capable of implementing and conducting these safety measures?

What steps will be taken in the event of an emergency?

All teachers and helpers on the visit should be supplied with a copy of the risk assessment. Risks are to be consistently monitored throughout the visit and attended to when required.

In addition to all the above considerations (of which there are many more), all off site trips should carry a fully stocked First Aid box and also have a designated First Aider in the case of an emergency.