

# Sparsholt Schools' Centre - Local Operating Procedures

One member of Schools' Centre teaching staff will have discussed not only the course and planned learning outcomes of the day but also the correct ratios of adults to pupils and any specific needs/ disabilities of pupils **prior to the visit** with a member of the school staff.

## **Schools' Centre staff will:**

- Wear photo card identity badges and introduce themselves to all visiting school groups at the start of each day visit. They will clarify their role as teaching staff.
- Ensure that the classroom, equipment, garden and toilets are all safe and accessible to all visitors.
- Display the programme for the day and any additional information or activities that school pupils and/or staff are expected to do, such as tidying up.
- Carry First Aid equipment and a mobile phone when working with a school group on the college estate.
- Organise school groups (maximum of 25 pupils per leader) to walk safely around the site with themselves as defined leader and a responsible adult (eg class teacher or LSA/TA/CA/ governor) identified as "tail ender" with role to keep pupils in front of him/her. Centre staff should periodically stop and regroup when necessary.
- Advise on staff to pupil ratios according to the site, weather conditions, activity, age and ability of the pupils (*Ref: p64 of HCC Off-site Regulations for further information*).

## **Supervision of groups:**

In addition to Sparsholt staff, who are qualified group leaders, the following minimum\* ratios of responsible adults from school to pupils are required:

- Pupils in Y1 to Y3 need a minimum ratio of 1:8 per group
- Pupils from Y4 to Y10 need a minimum ratio of 2 adults per group
- All groups working at the pond need a minimum ratio of 1:12 per group

*\*Minimum ratios are not the recommended ratio. Small working groups remain the target.*

- Advise on current weather conditions and offer to loan waterproofs and wellington boots as necessary. They should explain **why** a change of shoes is necessary.
- Brief visitors on the dangers from animals, their waste & saliva and traffic. Visitors (pupils & adults) should understand the risks inherent in visiting this site and the need to follow specific safety instructions to:
  - Wash hands after touching animals, soil or pond water;
  - Wash their hands thoroughly with soap & warm before eating;
  - Touch animals only after being invited to do so by Centre staff;
  - Keep clear of farm equipment and barbed wire fences;
  - Be aware of dangers from passing vehicles. (Groups to walk at the **side** of road where there are no footpaths/ pavements.) Pupils are not permitted onto the farm alone.
- Endeavour to ensure that visiting groups depart at the pre-arranged time.

## **Recommended reading:**

- *HCC Off-site Activities and Educational Visits: Regulations and Guidance 2003: HSE Agricultural Information Sheet no 23 and AIS23 Supplement (revised) Advice to teachers; Sparsholt College Hampshire Health & Safety Policy & Procedures 2003/4.*
- *Health & Safety of Pupils on Educational Visits DfEE or, [http://www.dfes.gov.uk/h\\_s\\_ev/](http://www.dfes.gov.uk/h_s_ev/) Documents available on the web site [www.sparsholtschoolscentre.org.uk](http://www.sparsholtschoolscentre.org.uk) or from the Schools Centre include: Teachers Guide & Information for Visiting Groups (including H&S regulations); Serious Incidents or Emergencies at Sparsholt Schools Centre; Risk Assessments (generic, site specific and ongoing); Code of Conduct for Visiting Schools.*

# Emergency Procedures

## Serious Accident / Incident

The most likely incident that would involve a visiting school group would be personal such as a serious injury / death. Of lesser probability would be an incident of a communal nature such as: fire, unsafe property, pollutant leak or outbreak of a communicable disease.

**A serious accident or incident is defined as:**

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

In the event of a serious accident/incident, Schools' Centre staff will ensure that the following actions are taken to initiate Sparsholt College's and Hampshire County Council's emergency procedures (reference: *HCC Off-site activities and educational visits: regulations and guidance* <http://www3.hants.gov.uk/education/outdoor-education> ).

**Action to be taken by group leader in the event of a serious accident/incident:**

*The group leader is the member of staff (class teacher) who has duty of care for the pupils.*

- 1 **Stay calm** - Assess the situation.
- 2 **Protect the group** from further injury or danger.
- 3 **Render first aid** or other service as appropriate.
- 4 **Summon help** from the rescue services in the following way:

**EMERGENCY RESPONSE**

In case of serious injury Schools' Centre staff will contact the emergency services in the following way (depending upon access to land line and reception of mobile phone):

<ul style="list-style-type: none"> <li>• <b>Reception is the first point of contact</b> for incidents and emergencies</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Reception will make a 999 call to the emergency services</b> and ensure that the appropriate college staff are contacted to assist.</li> </ul>	
<b>EMERGENCY CONTACT NUMBERS</b>	
<p><b>Business hours</b> (0800 – 1800 Mon-Thurs and 0800 – 1730 Friday)</p>	<p><b>3333</b> (internal phone) <b>01962 797568</b> (external phone)</p>
<p><b>Outside business hours</b> (evenings, weekends, holidays)</p> <p>You must also contact security by dialling</p>	<p><b>9999</b> (internal phone) <b>*333</b> (internal phone) <b>07715 043858</b> (external phone)</p>

- 5 **School staff should phone their base contact person** (as soon as possible) and:
  - give clear information about the situation
  - give your location and actions
  - give your telephone number
  - ask the receiver to alert your senior managers and/or the Children's services contact.
- 6 **If base contact cannot be made, call Children's Services Dept Emergency number:**  
**Office hours: 01962 876218 (Outdoor Education)**  
**24 hours 07623 960259 (Emergency Planning Team pager)**  
The Emergency Planning Team can take responsibility for getting the required support.
- 7 Depending upon the nature of the accident/incident, it is possible that the leaders and young people will be in a state of shock. The remainder of the group should be moved to some secure accommodation and placed under the care of a member of staff able to protect them from the attention of the press/media. If necessary, request the police to assist or ask for direct support from your base. Calm and comfort the young people and arrange for their evacuation.
- 8 Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy. **Refer all press/media enquiries to HCC Media Centre direct on 01962 845626 or via EPT above (especially for out of hours).**
- 9 Do not allow group members to text or telephone home or friends until contact has been made with the School's senior staff, the Press Office or Children's Services senior managers.
- 10 Retain all equipment involved in an unaltered condition.
- 11 Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)

**Action to be taken by the base contact person in the event of a serious accident/incident:**

The Class teacher of a school group has 'duty of care' for their pupils. As part of the emergency procedures, the class teacher (or Schools' Centre staff) would contact the base person at school. The following actions should then be taken by the school contact:

- Inform the headteacher and/or senior staff with the relevant details.
- If agreed or as necessary, telephone the Children's Services Emergency number (as above). The Emergency Planning Team (EPT) will liaise with the school to agree what support is required.
- Parents of any injured young person should be notified as a priority. Arrangements should be made for all parents to be contacted regarding the safety of their children. If necessary, assistance should be given to transport parents to their injured child if they are hospitalised.
- If necessary, an incident centre should be established. Each individual school should have a plan for this eventuality.
- Base contacts should have access to: lists of all group members, including adults with next of kin.